Your referring physician has faxed a request to Shands Endoscopy for an endoscopic procedure. You may have been given an appointment — see below for date/time/location. If you have not received a date/time, please schedule an appointment to be seen by calling or visiting the Shands Endoscopy Center.

If your physician has checked the Shands Endoscopy Center box above, contact the Center:

1. Call toll-free at (800) 749-7424, ext. 5-8982, or local (352) 265-8982
2. Or visit the center, from 1 pm to 4 pm, Monday through Friday, at:
   2001 SW 13th Street, Gainesville, FL 32608

Patients not scheduled at the Outpatient Center are scheduled with Shands at UF Endoscopy/Lab at

1. 1600 SW Archer Road, 7th Floor, GI Suite. Follow prep instructions and/or call (800) 749-7424, ext. 5-0424, or local (352) 265-0424 with questions.

(See maps to the 2 different locations on the back of this form.)

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Scheduled for ____________________________ on ______________________ at □ SEC or □ SUF Endo.

   (Procedure)                              (Date/Time)

1. No blood thinners within 7 days of appointment. If you are on Coumadin, your prescribing physician needs to give you instructions.
2. Bring a driver.
3. If scheduled for a colonoscopy, you will need to take an oral prep. Prep prescription and instructions can be mailed (7 days’ notice) or picked up at the center.

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**PATIENT’S COPY – TEAR OFF FOR PATIENT**

**PS26413**

**Shands**

the University of Florida

Gainesville, Florida 32610

**Procedure Request / History**

**GI Endoscopy / GI Lab**

**PATIENT’S COPY – TEAR OFF FOR PATIENT**

**3/7/08**
Colon cancer is a leading treatable cause of death. Screening and surveillance colonoscopy significantly reduce death rates from colorectal cancer. Don’t be a statistic! Follow your doctor’s instructions to be tested.
Section 1B: Indication & MD Signature

Indication/Relevant Labs or ICD-9 Code: (R99 ICD9 = V70.7)

Section 1C: Select Procedures requested.

Routine ☐ Urgent* ☐ Emergent (same/next day) ☐

*See reverse side for instructions

Section 2B: Contact & MD Information

Contact Name: ________________________  Ph #: ________________________

Section 2C: External MD, PCP, or Referring MD info

Reffing or Attending MD: ________________________

Procedure Request / History

GI Endoscopy / GI Lab

Distribution: White – Clinic to fax to GI/HRM; Yellow – Clinic Chart or Patient

3/7/08

RX0001

PS26413
GI Procedure Scheduling

*Important Reminders/Instructions for Completing PROCEDURE REQUEST FORM*

Section 1: To be completed by the physician

Current Patient Health Information (PHI) is a JCAHO requirement within 30 days of the date of service (DOS). It is critical to the referral process to provide the following:

- 1A completed; or provide H & P or clinic note that includes the elements of 1A.
- 1B:
  - Indication: Write in any special concerns/needs (e.g., “patient is diabetic,” or “urgent appointment needed,” or “appointment needed within 2 weeks,” in the Indication section).
  - Anesthesia Plan: Conscious sedation is generally used at SUF but anesthesia is the norm at SEC. If your patient has had an adverse reaction to conscious sedation, please check “Anesthesia” so the resource can be coordinated (if scheduling at SUF is required).
  - MD Signature is REQUIRED:
- 1C: Select Routine, Urgent, or Emergent, and check the procedure(s) requested.

<p>| The American Society of Anesthesiologists’ Physical Status Classification (ASA Classes) |</p>
<table>
<thead>
<tr>
<th>Classification</th>
<th>Description</th>
</tr>
</thead>
</table>
| Class 1        | A healthy patient  
                No organic, physiologic, biochemical, or psychiatric disturbance |
| Class 2        | A patient with mild systemic disease  
                Examples: chronic bronchitis; moderate obesity; diet-controlled diabetes mellitus; old myocardial infarction; mild hypertension; anemia |
| Class 3        | A patient with severe systemic disease that is not incapacitating  
                Examples: coronary artery disease with angina; insulin-dependent diabetes mellitus; morbid obesity; moderate to severe pulmonary insufficiency |
| Class 4        | A patient with incapacitating systemic disease that is a constant threat to life  
                Examples: organic heart disease with marked cardiac insufficiency; persisting angina; intractable arrhythmia; advanced pulmonary, renal, hepatic, or endocrine insufficiency; CHF |
| Class 5        | A moribund patient not expected to survive for 24 hours with or without operation  
                Examples: ruptured abdominal aneurysm with profound shock |
| Emergency (E)  | The suffix E is used to denote the presumed poorer physical status of any patient in one of these categories who is operated on as an emergency (e.g., 2E) |

Section 2: To be completed by the clerk

- UF & Shands physician referring for a procedure, please record the clinic contact and the phone number.
- External physician, who has never referred a patient to Shands UF for a GI procedure, complete all information for this section. Once the external physician is established in our database, only the name/signature/UPIN# and fax number are required (for results to be communicated).
- For a Shands patient, please verify that the information that we have in IDX is current for address and home phone. Current Patient Demographic Information is required: for a new patient, please complete all required fields, and fax a copy of the insurance cards.