

Welcome

Thank you for choosing Inova Woodburn Surgery Center for your upcoming procedure. We take pride in providing the highest quality care in a safe environment. At Inova Woodburn Surgery Center, you will always be treated with compassion and concern for your well-being. This guide will provide information on how to prepare for your procedure, what to expect once you arrive at the hospital and how to plan for your care after surgery.

<p>Location:</p> <p>Inova Woodburn Surgery Center 3289 Woodburn Road, Suite 100 Annandale, VA 22003</p> <p>Arrival Time: _____</p> <p>Procedure Date: _____</p> <p>Procedure Time: _____</p>

Important Phone Numbers

Inova Pre-Procedural Evaluation Clinic	703.776.2000
Financial Services.....	703.776.6019
Hospital Billing Questions.....	571.423.5750
Anesthesiology Billing Questions	1.888.280.9533
Medical Records Office.....	703.776.3307

Before Your Surgery

- Your surgeon will schedule the date and time of your procedure with the Surgical Services Scheduler and determine the length of your stay.
- It is important to notify your surgeon's office if there is any change in your health status before your surgery such as a cold, sore throat, cough, fever, flu-like symptoms, infection or rash at the surgical site. Please DO NOT wait until day of surgery.

You will:

- Call the Pre-Procedural Evaluation Clinic staff at **703.776.2000** to schedule your phone interview with a nurse who will:
 - Review your medical, surgical and family history
 - Discuss with you any additional testing needed and dietary restrictions required by anesthesia
 - Answer any questions you may have about your upcoming visit to Inova Woodburn Surgery Center

On average, the interview takes 45 minutes.
- Complete the enclosed pre-procedural worksheet before your interview.
- Follow and complete your procedural preparation, if ordered.

Pre-Procedural Testing information

If your physician has ordered additional preoperative testing, discuss with the nurse during your phone interview whether you may come to Inova Pre-Procedural Evaluation Clinic to have the tests completed. No appointment is necessary. If a medical clearance is needed, we can facilitate the appointment for you.

Inova Pre-Procedural Evaluation Clinic

Ground Floor, Professional Services Building, Inova Fairfax Medical Campus, 3300 Gallows Road, Falls Church, VA 22042

Hours of Operation

Monday through Friday: 7 a.m. - 7 p.m.
(Please note: last lab services are at 6:45 p.m.)

Other Laboratory Service Locations

Inova Laboratories also offers appointments for lab work and testing through out the northern Virginia area. For a list of locations and hours, visit inova.org/locatelab

Please have the following pre-procedural testing information available:

Test Ordered	Where	When

Pre-Procedural Interview Worksheet

Please have the following information available for your scheduled phone interview with the nurse:

Name of Medications You are Currently Taking

(including all over-the-counter and herbal supplements)

Name of Medication	Dosage	Times Taken

List of Past Procedures That Required Anesthesia

Procedure	Anesthesia	Location/Date

List Your Specialists and Primary Care Physician

Please note: cardiology, pulmonology, nephrology, hematology/oncology, neurology, and pain management specialists are required, some others may be requested based on your health.

Important Preoperative Instructions

The following instructions are designed to provide you with a safe and comfortable surgical and anesthesia experience.

Please follow all instructions carefully:

- Please arrange for someone to drive you home. For your safety, you will not be allowed to drive home or take public transportation alone after sedation or anesthesia. A responsible adult must be present to accompany you home when you are ready to leave.
- If you are having surgery through Gastroenterology Service or an eye procedure, a responsible adult must stay throughout your surgery.
- We strongly recommend that an adult present at home with you for the first 24 hours after surgery.

Other Instructions:

Special Medication Instructions from Anesthesiologist:

Day Before Your Procedure

- Be sure to monitor your overall health – it is important to notify your surgeon’s office if there is any change in your health status.
- Unless you were given specific instructions by your physician, please shower or bathe the night before or the morning of surgery with an antibacterial soap.

The following is a checklist to help you prepare:

- Please remove make up before you arrive
- You may brush your teeth and gargle on the morning of surgery but do not swallow any water
- Follow eating and drinking restrictions as instructed by surgeon and/or pre-procedural nurse
- Valuables and jewelry should be left at home
- if you wear contacts please leave them at home
- Prepare what to bring with you:
 - Legal ID you used when scheduling surgery with your doctor
 - Health insurance card
 - Pharmacy card
 - Form of payment (check, cash or credit card)
 - Telephone numbers of people you wish to call
 - Eyeglasses (do not wear contact lenses) and case
 - Hearing aids and case; mark the case with your name and date of birth
 - Dentures – (a container will be provided)
 - Comfortable, loose-fitting clothing that will be easy to put back on after surgery (a gown will be provided)

Day of Your Procedure

Upon Arrival at Facility - Check-In

- Please arrive at the facility two hours before your scheduled procedure.

Registration Process

- Proceed to the Surgical Services waiting area.
 - Registration will notify our preoperative team to prepare your pre-op room.
 - Once your pre-op room is ready, a team member will come out to escort you to your room. A member of your family or companion may accompany you if you wish.
 - You will be asked to use the restroom. Women may be asked to give a urine specimen.
 - When you reach your room, you will be asked to change into a hospital gown.
 - At this time, registration will begin. You will need the following information:
 - Valid Photo ID
 - Insurance Card
 - Form of Payment (check, cash or credit card)
 - Pharmacy Card
- You will meet the following members of our surgical team who will verify your name, procedure and review your medical information, and obtain your surgical consent:
 - Preoperative nurse and clinical technician
 - Anesthesiologist and/or certified registered nurse anesthetist (CRNA)
 - Surgeon
 - Operating room nurse
- Please ask any questions or share any concerns you may have at this time.

When the Procedure is Ready to Begin

- You will be wheeled or escorted to the operating room by the operating room nurse and anesthesiologist or CRNA.
- At this point your family member or companion will be directed to the Surgical Services waiting area. They can track your progress by viewing the flat screen monitor in the waiting area. In order to maintain your privacy, a unique identifier will be created for you.

Recovery and Discharge

- You will be moved to the recovery area when awake from surgery.
- When you are awake, settled, comfortable and ready, your family member or companion will be called to join you in the recovery room (PACU).
- You and your family member or companion will be given discharge instructions and any prescriptions the surgeon has written.
- For your convenience, Inova Pharmacy Plus, our retail pharmacy on Inova Fairfax Medical Campus, can fill your prescriptions before you leave.
- You will be ready to go home when you have:
 - Minimal nausea or vomiting
 - Stable vital signs
 - Ability to drink easily
 - Ability to urinate
 - Manageable pain is under control
 - Ability to get in and out of the car

Special Instructions for Pediatric and Adult Patients

Solids	Clear Liquid	Breast Milk	Non-Human Milk/Infant Formula
<p>For procedures that start before 8 a.m. stop all solid foods at 11 p.m. the evening before.</p> <p>For all procedures that start at 8 a.m. or after, no solids after midnight.</p> <p>No gum, mints, candy or ice chips allowed.</p>	<p>Stop all clear liquids at 4 hours before arrival time</p> <p><i>Examples of clear liquid include water, carbonated beverages, Gatorade, clear tea and black coffee</i></p>	<p>Feeding must end 6 hours before arrival time</p>	<p>Feeding must end 8 hours before arrival time. Do NOT add cereal to formula.</p>

Special Instructions for Pediatric Patients

- Bring a favorite small toy (doll, blanket, stuffed animal).
- Please launder any cloth items before bringing them in.
- Follow doctor's dietary restrictions especially the morning of procedure.
- Child Life offers a personal tour to prepare you and your child for your child's procedure. To schedule a tour, please call **703.776.6486**.
- Patients under 18 years old must be accompanied by a parent or legal guardian for any required preadmission testing. On the day of surgery, a parent or legal guardian must be present to sign an Informed Consent before surgery and must remain in the hospital throughout the entire process.

Financial Services

Before Your Procedure

- Financial services will assist you with:
 - Verification of coverage and benefits
 - Obtaining any required authorization, as needed
 - Understanding any expected financial liability
 - Setting up any financial arrangements
- We will contact you regarding your deductible or other financial liability. Payment arrangement or financial assistance can be discussed during this time. If we are unable to reach you, be prepared to pay any expected co-pay or co-insurance on the day of surgery .
- If you have questions before your day of service, please contact Inova Fairfax Hospital Financial Services at **703.776.6019**.
- Pre-payment for General Surgery and Obstetrics/GYN procedures can be made by calling **703.776.6019**.
- Cosmetic procedures must be paid before your procedure/surgery.
 - Anesthesia fee (Fairfax Anesthesiology Associates) - for questions or to make payment, call **703.776.3479**
 - Inova Fairfax Hospital facility fee - for questions or to make payment, call **571.423.5750**

After Your Procedure

You may:

- Receive a bill for any remaining balance
- Receive separate bills from providers on the surgical team

Hospital Bill

- A bill from the hospital or surgery center where surgery is performed which includes expenses for staff, supplies and equipment used for the surgical services provided.
- Questions and payment regarding this bill should be addressed to the Billing Office at **571.423.5750**.

Surgeon's Bill

- A bill for the surgeon's services
- Questions regarding this bill should be addressed to the specified surgeon named on your bill.

Anesthesiologist's Bill

- Fairfax Anesthesiology Associates will bill for anesthesiology services provided during your surgery.
- Questions regarding this bill should be directed to **703.776.3479**.

Notice of Nondiscrimination

As a recipient of federal financial assistance, Inova Health System (“Inova”) does not exclude, deny benefits to, or otherwise discriminate against any person on the basis of race, color, national origin, sex, disability, or age in admission to, participation in, or receipt of the services or benefits under any of its programs or activities, whether carried out by Inova directly or through a contractor or any other entity with which Inova arranges to carry out its programs and activities.

This policy is in accordance with the provisions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Section 1557 of the Affordable Care Act, and regulations of the U.S. Department of Health and Human Services issued pursuant to these statutes at 45 C.F.R. Parts 80, 84, 91 and 92, respectively.

Inova:

- Provides free aids and services to people with disabilities to communicate effectively with us, such as:
 - Qualified sign language interpreters
 - Written information in other formats (large print, audio, accessible electronic formats, other formats)
- Provides free language services to people whose primary language is not English, such as:
 - Qualified interpreters
 - Information written in other languages

If you need these services, please let our staff know of your needs for effective communication.

If you believe that Inova has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance by contacting our Director of Patient Experience at 703.289.2038. You can file a grievance in person or by mail, fax, or email. If you need help filing a grievance, the Director of Patient Experience is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at:

U.S. Department of Health and Human Services
200 Independence Avenue, SW
Room 509F, HHH Building
Washington, D.C. 20201 1.800.868.1019, 800.537.7697 (TDD)

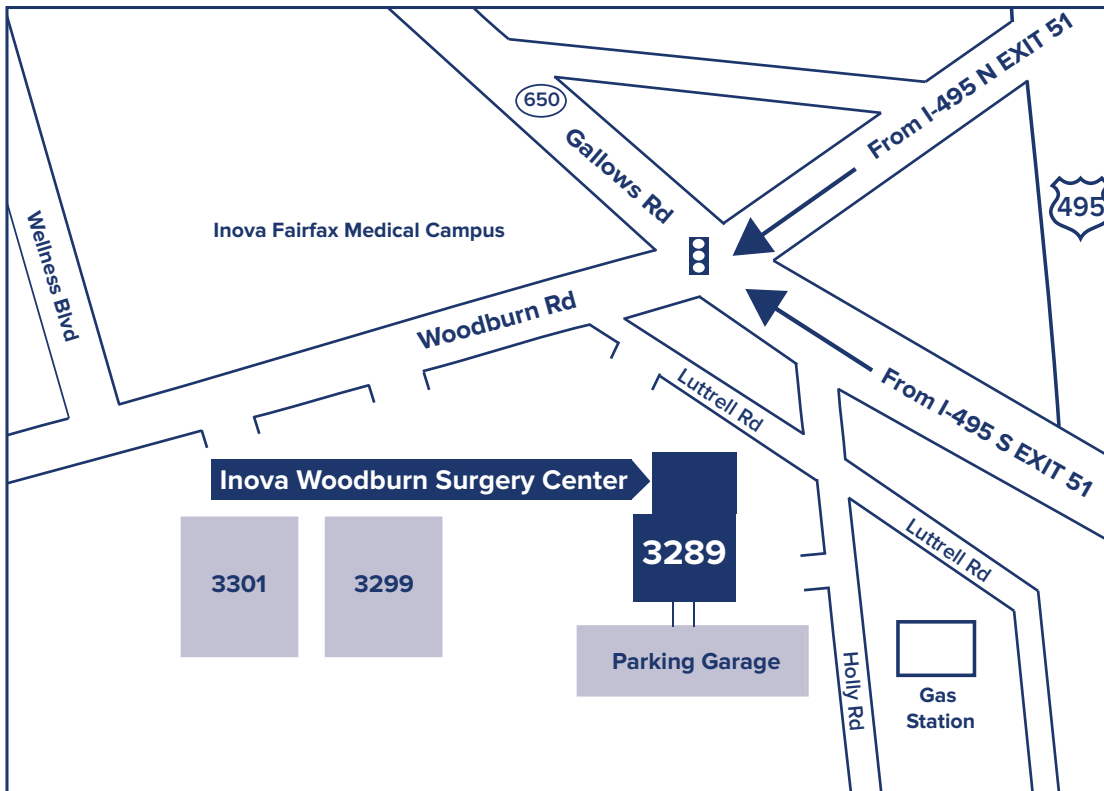
Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>

Interpreter Services are available at no cost to you.

Please let our staff know of your needs for effective communication.

Spanish	Atención: Si usted habla español, tiene a su disposición servicios gratuitos de asistencia con el idioma. Por favor infórmele a nuestro personal sobre sus necesidades para lograr una comunicación efectiva.
Korean	알려드립니다: 귀하가 한국어를 구사한다면 무료 언어 도움 서비스가 가능합니다. 효과적인 의사전달을 위해 필요한 것이 있다면 저희 실무자에게 알려주시기 바랍니다.
Vietnamese	Chú ý: Nếu quý vị nói tiếng Việt, dịch vụ hỗ trợ ngôn ngữ có sẵn miễn phí cho quý vị sử dụng. Xin vui lòng thông báo cho nhân viên biết nhu cầu của quý vị để giao tiếp hiệu quả hơn.
Chinese	注意: 如果你說中文, 可以向你提供免費語言協助服務。請讓我們的員工了解你的需求以進行有效溝通。
Arabic	انتباه: إذا كنت تتحدث العربية، تتوفر الخدمات المجانية للمساعدة في اللغة. يرجى إعلام فريق العمل باحتياجاتك من أجل الحصول على عملية تواصل فعالة.
Tagalog	Atensyon: Kung nagsasalita ka ng Tagalog, mayroong magagamit na mga libreng serbisyong tulong sa wika para sa iyo. Mangyaring ipaalam sa aming mga kawani ang iyong mga pangangailangan para sa epektibong komunikasyon.
Farsi	توجه: اگر به زبان فارسی صحبت می کنید، تسهیلات زبانی به صورت رایگان برای شما فراهم خواهد بود. به منظور برقراری ارتباط موثر، کارکنان ما را از نیازهای خود مطلع کنید.
Amharic	ጎኩረት፡ አማርኛ የሚናገሩ ከሆነ ለአርሰዎ የቋንቋ ድጋፍ አግልግሎቶች ከከፍተኛ በነጻ ይቀርብልዎታል። ውጤታማ የሆነ ኮሚዩኒኬሽን የሚፈልጉ ከሆነ ለራሳችንን አንዲያውቅ ያድርጉ።
Urdu	توجه: اگر آپ اردو بولتے ہیں تو، زبان امداد خدمات، مفت میں، آپ کو دستیاب ہیں۔ موثر مواصلت کے لیے برائے مہربانی ہمارے عملہ کو اپنی ضروریات کے بارے میں بتلا دیں۔
French	Attention: Si vous parlez Français, des services d'aide linguistique vous sont proposés gratuitement. Veuillez informer notre personnel de vos besoins pour assurer une communication efficace.
Russian	Внимание: Если вы говорите на русском языке, для вас доступны бесплатные услуги помощи с языком. Для эффективной коммуникации, пожалуйста, дайте персоналу знать о ваших потребностях.
Hindi	कृपया ध्यान दें : यदि आप हिन्दी बोलते हैं, तो आपके लिए नि:शुल्क भाषा सहायता सेवा उपलब्ध है। कृपया प्रभावी संचार-संपर्क हेतु अपनी आवश्यकताओं के बारे में हमारे कर्मचारियों को बताएं।
German	Achtung: Wenn Sie Deutsch sprechen, stehen kostenlose Service-Sprachdienstleistungen zu Ihrer Verfügung. Teilen Sie unserem Team bitte Ihre Wünsche für eine effektive Kommunikation mit.
Bengali	দৃষ্টি আকর্ষণ করুন : আপনি যদি বাংলা বলতে পারেন, তাহলে আপনার জন্য বিনামূল্যে ভাষা সহায়তা সেবা পাওয়া যাবে। অনুগ্রহ করে কার্যকরী যোগাযোগের জন্য আপনার প্রয়োজনীয়তার বিষয়ে আমাদের কর্মীদের জানান।
Kru (Bassa)	Tò Ìdùú Nòmò Dyíín Cáo: Ǿ jù ké ìm dýi Gòdǝ̀-ùwùdù (Básóò-ùwùdù) pò ní, níí, à bédé gbo-kpá-kpá bó wuɖu-dù kò-kò pò-nyò bē bìì nǝ à gbo bó pǝdyi. M̄ dýi dɛ qò mǝ nǝ à gbo ní, m̄ mɛ nyuɛ bē à kùà-nyò bēò kée dýi dyuò, kè à kè mò kè muɛ jè cèin nòmò dyiin.
Ibo	Nrụbama: Ọ bụrụ na ị na asụ Igbo, ọrụ enyemaka asụsụ, n'efu, dịjirị gị. Biko mee ka ndị ọrụ anyị mara mkpa gị maka nkwurịta ga-aga nke ọma.
Yoruba	Akiyesi: Bi o ba nsọ Yoruba, awọn işe iranilọwọ ede wa l'ofe fun ọ. Ọwọ ọ ki ara ibişe wa mo nipa awọn aini ọ fun ibaraenisọ ọ ti o munadoko.





Inova Woodburn Surgery Center offers:

- Comfortable waiting area with wi-fi access, coffee bar and vending machines
- Access to café in 3299 building next door
- Free shuttle to and from Inova Fairfax Medical Campus
- Free parking

Getting to Inova Woodburn Surgery Center

Inova Woodburn Surgery Center
 3289 Woodburn Road, Suite 100
 Annandale, VA 22003
 Phone: 703.226.2640
 Fax: 703.226.2706

Via I-495 (Capital Beltway):

From the North (Tysons):

- Take Exit #51 Gallows Road/650.
- Stay left at the top of the ramp. Go straight at the light onto Woodburn Road.
- Turn left into Woodburn Medical Park, then take an immediate left and go around to the back of the building to park in the garage. This will let you off on the 1st floor where Suite 100 is located.

From the South (Alexandria/Springfield):

- Take Exit #51 Gallows Road/650.
- Turn left onto Gallows Road at the traffic light at the top of the ramp.
- Turn left at second light onto Woodburn Road.
- Turn left into Woodburn Medical Park, then take an immediate left and go around to the back of the building to park in the garage. This will let you off on the 1st floor where Suite 100 is located.