Welcome

Thank you for choosing Inova Fairfax Medical Campus for your upcoming procedure. We take pride in providing the highest quality care in a safe environment.

At Inova Fairfax Medical Campus, 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.

Location:
☐ Inova Fairfax Hospital – Surgery Center
☐ Inova Women’s Hospital – Surgery Center
☐ Inova Professional Services Building (3rd Floor) – Surgery Center

Arrival Time: ____________________________

Procedure Date: ____________________________

Procedure Time: ____________________________

Important Phone Numbers

Presurgical Services ................................................................. 703.970.6564
Presurgical Services (after 7:00 p.m. day before surgery): ......................... 703.776.3316
Presurgical Services Lab ......................................................... 703.970.3102
Presurgical Services Nurse Navigator ........................................... 703.970.3125
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 or flu-like symptoms, infection or rash at surgical site. Please DO NOT wait until day of surgery.

If it is required for your surgery you will:

- Receive a call from the Presurgical Services staff 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 Fairfax Medical Campus.
  - On average, the interview takes 45 minutes.
- Complete the enclosed presurgical worksheet prior to your interview.
- If you are scheduled for a hip or knee replacement surgery, call 703.970.6564 to reserve a space at our joint camp.
- Follow and complete your procedural preparation, if ordered.

Presurgical Interview Worksheet

Please be in a quiet area where you can discuss your personal health in private, and where you are safe, not driving during the interview. Please have the following information available for your scheduled phone interview with the nurse:

<table>
<thead>
<tr>
<th>Name of Medications You are Currently Taking: (including all over the counter and herbal supplements)</th>
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<tbody>
<tr>
<td><strong>Name of Medication</strong></td>
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<table>
<thead>
<tr>
<th>List of Past Procedures That Required Anesthesia:</th>
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<tr>
<td><strong>Procedure</strong></td>
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<table>
<thead>
<tr>
<th>List Your Specialists and Primary Care Physician and phone numbers (Cardiologist, pulmonologist, nephrologist, hematology/oncology, Neurology, and pain management specialists are required, some others may be requested based on your health):</th>
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Presurgical Testing information

If your physician has ordered other pre-operative testing, discuss with the nurse during your interview whether you may come to Presurgical Services to have the tests completed. No appointment necessary. If a medical clearance is needed, we can facilitate the appointment for you.

Presurgical Services:
8503 Arlington Blvd. Suite 200, Fairfax, VA 22031

Hours of Operation:
Monday through Friday: 7:00 a.m - 6:30 p.m.
Saturday: 8:00 a.m - 3:30 p.m.

For your convenience, the following ancillary services are located near Presurgical Services:

Fairfax Radiology:
8503 Arlington Blvd, Basement Level, Fairfax, VA 22031

LabCorp:
8503 Arlington Blvd, 3rd Floor, Fairfax, VA 22031

Quest Labs:
8501 Arlington Blvd, Fairfax, VA 22031

Please have the following Presurgical Testing Information available.

<table>
<thead>
<tr>
<th>Test Ordered</th>
<th>Where</th>
<th>When</th>
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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:

☐ Notify your doctor if you develop any sign of illness before the date of your surgery. Report symptoms such as: high fever, sore throat, or other infection, breathing difficulties or chest pain.

☐ Please arrange for someone to drive you home. For your safety, you will not be allowed to drive home after sedation or anesthesia. A responsible adult who is known to you and will be responsible for your safety must be present to accompany you home when you are ready to leave. You may use public transportation or a ride share service only if there is a responsible adult (not the driver) accompanying you.

☐ We strongly recommend that all patients have an adult at home with them for the first 24 hours after surgery.

☐ For your safety, you will not be allowed to drive home or take public transportation alone after sedation or anesthesia.

Other Instructions:

Day Before Your Procedure

You will:

☐ 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.

☐ Prepare what to bring with you. We recommend packing lightly and leaving your bag in the car until you are assigned a hospital room.

☐ Unless you were given specific instructions by your physician or your presurgical services nurse, please shower or bathe the night before and the morning of surgery with an Antibacterial Soap. See the box below for preoperative skin cleansing instructions to follow if directed by your surgeon or presurgical staff.

☐ If your procedure is in Inova Women’s Hospital – Surgery Center we would like you to follow the Preoperative Skin Cleansing instructions below using hibiclens soap.

The following is a checklist to help you prepare:

☐ Legal ID you used when scheduling surgery with your doctor, and your health insurance card.

☐ Telephone numbers of people you wish to call

☐ Eyeglasses (do not wear contact lenses) and case. Mark the case with your name and date of birth. If you wear contacts please leave them at home.

☐ Valuables and jewelry should be left at home.

☐ Hearing aides and case. Mark the case with your name and date of birth.

☐ Dentures – we will provide a container.

☐ Comfortable, loose fitting clothing that will be easy to put back on after surgery. A gown will be provided.

☐ 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 surgical services nurse.

Special Medication Instructions from Anesthesiologist:

Preoperative Skin Cleansing

If directed by your physician or presurgical staff, please follow the instructions below to reduce bacteria on your skin.

☐ Buy Hibiclens® at your local drug store. It is available in the pharmacy section. Hibiclens is a 4% Chlorhexidine Gluconate (CHG) antiseptic solution that will reduce the risk of infection at your surgical site. Please follow these instructions:

1. Take TWO showers, one the night before and one in the morning before coming to the hospital for your surgery. You must be able to shower – no tub baths. Please note, you might be directed to take more than two showers by your physician or nurse.

2. Please do not shave or wax body hair at least 48 hours prior to surgery. It is okay to shave facial hair, but do so before showering.

3. With your first shower, shampoo your hair and wash your skin with your regular shampoo and soap. Rinse thoroughly then use the hibiclens solution. For your second shower do not wash with regular soap before using the hibiclens solution.

4. Then, using the Hibiclens® solution and a clean, wet washcloth, wash your skin again starting from the neck down and gently scrub your skin, avoiding genital area. Avoid hair, scalp, face, mucous membranes and genitals with direct contact of the hibiclens. Pay special attention to the area of your body where your surgery will take place. If you cannot reach the area where your surgery will take place, please have someone wash for you (after they have thoroughly cleansed their hands). Allow the Hibiclens® solution to remain on your skin for at least 2 minutes. Your skin should then be rinsed and dried with a clean towel.

5. After your evening shower, dress in clean bedclothes and sleep on clean sheets. After your morning shower, dress in clean clothes that you will wear to the hospital. Keep any pets out of the bedroom for the night.

6. Do not apply any creams, lotions, powders, perfumes, or deodorant on day of surgery.
Day Of Your Procedure:

- If you are having surgery at Inova Fairfax Hospital – Surgery Center or Professional Services Building – Surgery Center please arrive at the facility 90 minutes prior to your scheduled procedure.
- If you are having a cesarean birth or surgery in Inova Women’s Hospital – Surgery Center, please arrive two hours before your surgery time to allow for registration and preparation for your surgery.
- Enter through the appropriate surgery center and proceed to surgery check-in desk.
- Please have a valid photo ID available at check-in for positive identification.
- You and/or your companion or family member will also receive a pager. You can return the pager to your nurse at discharge or place it in one of the return bins.
- Your companion or family member will be provided with a tracking sheet with an individualized tracking number. In the waiting area there is a board where they will be able to monitor your progress through surgery and recovery.

Registration Process

- Proceed to the Surgical Services waiting area for the suite you are scheduled:
  - Registration will notify our Preoperative Team to prepare your Pre-Op room.
  - Once your preoperative 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 and procedure, review your medical information, and obtain your Surgical Consent:
    - Pre-operative 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 on a stretcher to the Operating Room by the Operating Room Nurse and Anesthesiologist or Certified Registered Nurse Anesthetist (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 has been created for you. Please note, this is for all patients except those having a cesarean birth.

When the Procedure is Completed

- If you are being admitted, you and your family will be taken upstairs when your room is ready.
- The recovery nurse will contact your family several times: once about 30 minutes after your arrival in the recovery room to give an update, when you are ready for a visitor and when you are ready to be moved to your room.

Recovery and Discharge

- If you are going home after your procedure, you will be moved to the Phase II 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).
- It is normal to feel drowsy the remainder of the day after receiving anesthesia. It is safe to go home feeling sleepy, this is why we encourage you to stay with a responsible adult for the first day.
- If you are going home after your procedure, you and your family member or companion will be given discharge instructions and any prescriptions the surgeon has written.
- For your convenience, there is Pharmacy Plus, our retail pharmacy, on site to fill your prescriptions before you leave. You will be provided more information on filling your prescriptions in pre-op.
- If you are an out-patient going home the day of surgery, you will need to make arrangements for a ride home with a responsible adult. At discharge, our staff will escort you to the car and release you to your responsible adult.
- You will be ready to go home when you have:
  - Minimal nausea or vomiting
  - Stable vital signs
  - Able to drink easily
  - Able to urinate
  - Pain is manageable
  - Are able to get in and out of the car
- Please make sure that family member or companion returns the pager to designated area upon exit.
**Prior To Your Procedure:**

- Financial services will assist you with:
  - Verification of coverage and benefits
  - Obtaining any required authorization, as needed
  - Assist you in understanding any expected financial liability
  - Assist with setting up any financial arrangements
- Prior to your surgery date, 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 prior to your day of service, please contact Inova Fairfax Medical Campus 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 prior to your procedure/surgery:
  - Anesthesia fee (Fairfax Anesthesiology Associates) - for questions or to make payment, call 703.776.3479.
  - Inova Fairfax Medical Campus facility fee - for questions or to make payment, call 703.776.3761 or 703.776.7858.

**Special Instructions for Patients:**

<table>
<thead>
<tr>
<th>Solids</th>
<th>Clear Liquid</th>
<th>Breast Milk</th>
<th>Non-Human Milk/Infant Formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>No solids after 11:00 p.m. for a 7:00 a.m. surgery time.</td>
<td>May have 4 oz. or less up to 4 hours prior to surgery time. If you are pregnant, diabetic, overweight or have stomach/intestinal issues then no clear liquid 8 hours prior to surgery time. Examples of clear liquid include water, carbonated beverages, Gatorade, black tea with no cream or sugar, and black coffee. Please avoid herbal and green tea.</td>
<td>Feeding must end 6 hours prior to surgery time. If your child has stomach/intestinal issues then no breast milk or clear liquids 8 hours prior to surgery time.</td>
<td>Feeding must end 8 hours prior to surgery time. Do NOT add cereal to formula.</td>
</tr>
</tbody>
</table>

**Special Instructions for Children:**

- 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 contact 703.776.6486.
- Patients under 18 years old must be accompanied by a parent or legal guardian for any required pre-admission testing. On the day of surgery, a parent or legal guardian must be present to sign an Informed Consent prior to surgery and must remain in the hospital throughout the entire process.
- Guardianship documentation should be brought to the hospital for anyone who is not a natural parent, or if the child has reached 18 years but is unable to make their own decisions.

**Financial Services**

**Prior To Your Procedure:**

- Financial services will assist you with:
  - Verification of coverage and benefits
  - Obtaining any required authorization, as needed
  - Assist you in understanding any expected financial liability
  - Assist with setting up any financial arrangements
- Prior to your surgery date, 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 prior to your day of service, please contact Inova Fairfax Medical Campus 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 prior to your procedure/surgery:
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  - Inova Fairfax Medical Campus facility fee - for questions or to make payment, call 703.776.3761 or 703.776.7858.

**After Your Procedure:**

You may:

- Receive a bill for any remaining balance.
- Receive separate bills from providers of the Surgical Team

**Hospital Bill**

- A facility bill from the hospital or surgery center at which the surgery is performed. This bill will reflect 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 1.888.280.9533 ext. 106.
Inova Professional Services Building – Surgery Center
- Park in Blue Garage or use Valet
- Enter via the Blue entrance
- Take the Blue elevators to the third floor

Inova Fairfax Hospital – Surgery Center
- Park in Gray Garage or use Valet
- Enter via the Inova Fairfax Surgery Center entrance

Inova Women’s Hospital – Surgery Center
- Park in Green Garage or use Valet
- Enter via the Inova Women’s Hospital entrance

For after-hour and weekend registration, please enter through Inova Women’s Hospital entrance.

Directions to Surgery Locations

Inova Fairfax Medical Campus
Via I-495 (Capital Beltway):
From the North (Tyson’s): Take Exit #51 Gallows Road/650. Stay left at the top of the ramp. Go straight at the light onto Woodburn Road. Turn right at first light onto Wellness Boulevard. See parking directions below.
From the South (Alexandria/Springfield): Take Exit #51 Gallows Road/650. At the traffic light at the top of the ramp, turn left onto Gallows Road. Turn left at second light onto Woodburn Road. Turn right at first light onto Wellness Boulevard. See parking directions below.
Via Rt. 50:
From the West (Fairfax): Exit onto Gallows Road/650. At the top of the ramp, bear to the right onto Gallows Road. Proceed on Gallows Road and turn right at the fifth light onto Woodburn Road. Turn right at first light onto Wellness Boulevard. See parking directions below.
From the East (Washington/Falls Church): Pass under I-495 and exit onto Gallows Road/650. At the light at the top of the ramp, turn left onto Gallows Road. Proceed on Gallows Road and turn right at the fifth light onto Woodburn Road. Turn right at first light onto Wellness Boulevard. See parking directions below.

Parking for Inova Fairfax Hospital – Surgery Center
- Enter the hospital campus from Woodburn Road via the main entrance onto Wellness Boulevard
- Turn right after the second stop sign into the Inova Fairfax Hospital – Surgery Center entrance for patient drop-off
- Valet parking is available in front of the lobby doors or you can self-park in the GRAY garage on the right past the Surgery Center entrance. The parking fee is $5 and valet has an additional $5 fee. Complimentary valet parking for outpatient procedures
- Enter the Surgery Center. Check-in desk is located on the left

Parking for Inova Professional Services Building – Surgery Center
- Enter the hospital campus via the Blue Road off Gallows Road
- Valet is available at lobby doors on the left or you can self-park in the BLUE garage on the right. The parking fee is $5 and valet has an additional $5 fee.
- Enter the Inova Professional Services Building lobby
- Take the Blue elevators to the third floor
- Check in at third floor registration

Inova Women’s Hospital – Surgery Center
Via I-495 (Capital Beltway):
From the North (Tyson’s): Take Exit #51 Gallows Road/650. Go straight across Gallows Road. Turn right at the first light onto Wellness Blvd.
From the South (Alexandria/Springfield): Take Exit #51 Gallows Road/650. At the traffic light at the top of the ramp, turn left onto Gallows Road. Turn left at the third light onto Woodburn Road.
Turn right at the first light onto Wellness Blvd. See parking directions below.
Via Rt. 50:
From the West (Fairfax): Exit onto Gallows Road/650. At the top of the ramp, bear to the right onto Gallows Road. Proceed on Gallows Road and turn right at the fourth light onto Woodburn Road. Turn right at the first light onto Wellness Blvd. See parking directions below.
From the East (Washington/Falls Church): Pass under I-495 and exit onto Gallows Road/650. At the light at the top of the ramp, turn left onto Gallows Road. Proceed on Gallows Road and turn right at the fourth light onto Woodburn Road. Turn right at the first light onto Wellness Blvd. See parking directions below.

Parking instructions for Inova Women’s Hospital – Surgery Center
Please use the Inova Women’s Hospital – Surgery Center Lobby Entrance located on your right hand side after the first stop sign. For your convenience, a patient drop-off area and valet parking is immediately outside of Inova Women’s Hospitals’ lobby on your right hand side after the first stop sign. To park, enter the GREEN parking garage which is available for patients, families and visitors. The parking fee is $5 and valet has an additional $5 fee. You may cross to enter the Inova Women’s Hospital main entrance. To check in for surgical procedures, proceed to the registration desk just inside the Inova Women’s Hospital lobby doors.
Notice of Non-Discrimination

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.