



Dear Patient,

You have been scheduled by your doctor for surgery at our facility. Please review this information to help you prepare for your visit with us. If at any time you have questions about your surgery please speak with your doctor. We will be glad to answer any questions about how to prepare for your stay with us.

Please take a moment to visit our facility website for more educational material about your procedure ([www.gwinnettadvancedsurgery.com](http://www.gwinnettadvancedsurgery.com)).

- ❖ Your doctor's office will schedule your surgery with the facility. Once we have been notified we will contact you to discuss the date and time of surgery, health history – One Medical Passport, ways to prepare for the surgery and financial responsibilities.
- ❖ Please make sure your doctor has correct information: phone numbers and address. We will not be able to contact you if the information you have provided to your doctor is incorrect.
- ❖ There are times that we may need to change the time for your surgery. Please understand we prefer not to do this. However some patients have medical conditions requiring special considerations.
- ❖ Follow all instructions from your doctor and this facility to avoid cancellation of surgery. There are times special lab tests are required prior to surgery. If they are ordered we must have them back in time for your doctor or the anesthesiologist to review. Frequently you will be asked not to eat or drink prior to surgery. Please follow these instructions carefully.
- ❖ You will receive more than one bill for the surgery. Your doctor and the facility will bill you and your insurance separately. When anesthesia and/or the services of a pathology lab for specimens are required you will receive bills from them as well. We will try to give you as close an estimate as possible for the services we provide. We cannot be responsible for quoting costs incurred by your surgeon, anesthesia or pathology if used. Remember to ask us about payment arrangements when speaking with us. Our business office will always be willing to discuss your financial obligations to us. At times a co-pay or coinsurance will be required the day of surgery. The co-pay you pay your doctor is not part of our bill or any other bills that may result as part of the surgery. **Payment for the surgery center can be made by check, credit card or money order.**
- ❖ Requests for patient bills and statements can be directed to Galen Advisors at 678-223-7860.
- ❖ **You MUST bring a photo ID and your insurance card on the day of surgery. Otherwise we will need to postpone your procedure for another day.**

# Patient Quick Start Guide

Physician: \_\_\_\_\_ Procedure Date: \_\_\_\_\_

Gwinnett Advanced Surgery Center asks that you complete pre-admission with One Medical Passport. The website guides you to enter your medical history online to help us to provide you with the best possible care and minimize long phone interviews and paperwork.

## Begin Pre-Admission on the One Medical Passport Website

Begin at: [www.onemedicalpassport.com](http://www.onemedicalpassport.com) which will take you to the One Medical Passport home page shown below.

## Create Your One Medical Passport Account

First time users of onemedicalpassport.com should click the green **Register** button and choose the **Medical Facility** Option. Select your state and facility to create an account. Answer the questions on each page and click save and continue. Once complete, you will be prompted to click **Finish** to securely submit your information.

## First Time Website Users Click Register

Username you chose: \_\_\_\_\_

## Returning Users (for changes or reuse)

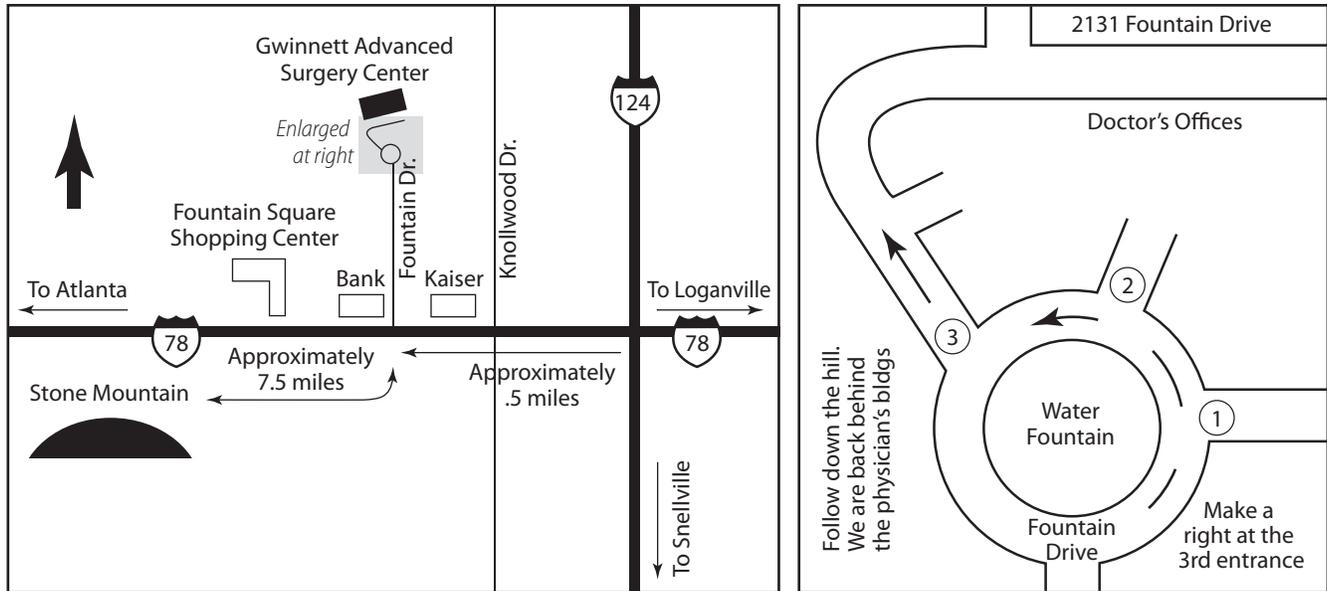
Enter the username and password you chose to access or update your account.



## Help Completing Pre-Admission

Each page has a **Help** link you may click for assistance. If you are unable to complete online pre-admission, please call (678) 825.3255 during business hours for a phone interview.

2131 Fountain Drive, Snellville, GA 30078  
(770) 979-8200 | www.gwinnettadvancedsurgery.com



**Directions:**

**From South Atlanta:**

From I-75, I-85, take I-285 East, take Stone Mountain Freeway (78 East). Pass the mountain on the right. Continue on Highway 78 for 7.5 miles. Turn left on Fountain Drive. Travel on this road until you reach the water fountain. Go around the fountain and take the third driveway to your right. Go down the hill, we will be on your left. We are in a two-story brick building.

**From North Atlanta:**

From I-75, I-85 or GA 400, take I-285 East, take Stone Mountain Freeway (78 East). Pass the mountain on the right. Continue on Highway 78 for 7.5 miles. Turn left on Fountain Drive. Travel on this road until you reach the water fountain. Go around the fountain and take the third driveway to your right. Go down the hill, we will be on your left. We are in a two-story brick building.

**From I-20:**

Take the Turner Hill Road exit. Turn left and cross over the expressway. This is Highway 124. Go 13 miles to Highway 78. Turn left onto 78. Go 1/2 mile and turn right onto Fountain Drive (this is the second light). Travel on this road until you reach the water fountain. Go around the fountain and take the third driveway to your right. Go down the hill, we will be on your left. We are in a two-story brick building.

**From West:**

From I-20 through Atlanta, take I-285 North to the Stone Mountain Freeway (78 East). Pass the mountain on the right. Continue on Highway 78 for 7.5 miles. Turn left on Fountain Drive. Travel on this road until you reach the water fountain. Go around the fountain and take the third driveway to your right. Go down the hill, we will be on your left. We are in a two-story brick building.

# Gwinnett Advanced Surgery Center

Under Section 1557 of the Affordable Care Act (ACA) Individuals with limited English proficiency (LEP) are entitled to language assistance services free of charge to the patient.

## English

**ATTENTION:** If you speak English, but need help with your paperwork, language assistance services, free of charge, are available to you. Call 770-979-8200

## Español (Spanish)

**ATENCIÓN:** si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 770-979-8200

## नेपाली (Nepali)

ध्यान दिनुहोस्: तपाइले नेपाली बोल्नुहुन्छ भने तपाइको निम्ति भाषा सहायता सेवाहरू नि:शुल्क रूपमा उपलब्ध छ । फोन गर्नुहोस् 770-979-8200।

## Ti ng Vi t (Vietnamese)

**CHÚ Ý:** Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 770-979-8200.

## 한국어 (Korean)

주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 770-979-8200 번으로 전화해 주십시오.

## 繁體中文 (Chinese)

注意: 如果您使用繁體中文, 您可以免費獲得語言援助服務。請致電 770-979-8200。

## ગુજરાતી (Gujarati)

વધના: જો તમે ગુજરાતી બોલતા હો, તો નિ:શુલ્ક ભાષા સહાય સેવાઓ તમારા માટ ઉપલબ્ધ છે. ફોન કરો 770-979-8200 .

## Français (French)

**ATTENTION :** Si vous parlez français, des services d'aide linguistique vous sont proposés gratuitement. Appelez le 770-979-8200 .

## አማርኛ (Amharic)

ማስታወሻ: የሚናገሩት ቋንቋ አማርኛ ከሆነ የትርጉም እርዳታ ድርጅቶች፣ በነጻ ሊያገዝዎት ተዘጋጅተዋል። ወደ ሚከተለው ቁጥር ይደውሉ 770-979-8200 .

## हिंदी (Hindi)

ध्यान दः यदि आप हिंदी बोलते ह तो आपके लिए मुफ्त म भाषा सहायता सेवाएं उपलब्ध ह। 770-979-8200 पर कॉल कर।

## Kreyòl Ayisyen (French Creole)

ATANSYON: Si w pale Kreyòl Ayisyen, gen sèvis èd pou lang ki disponib gratis pou ou. Rele 770-979-8200.

## (Russian)

Внимание: Если вы говорите по-русски, вам доступны бесплатные языковые услуги. Позвоните по номеру 770-979-8200.

## العربية (Arabic)

ملحوظة: إذا كنت تتحدث اذكر اللغة، فإن خدمات المساعدة اللغوية تتوافر لك بالمجان. اتصل برقم 1-770-979-8200.

## Português (Portuguese)

ATENÇÃO: Se fala português, encontram-se disponíveis serviços linguísticos, grátis. Ligue para 770-979-8200 ..

## - ی (Farsi) (Persian)

توجه: اگر به زبان فارسی گفتگو می کنید، تسهیلات زبانی بصورت رایگان برای شما فراهم می باشد. با (770-979-8200) تماس بگیرید.

## Deutsch (German)

ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung. Rufnummer: 770-979-8200 .

## 日本語 (Japanese)

注意事項: 日本語を話される場合、無料の言語支援をご利用いただけます。770-979-8200. まで、お電話にてご連絡ください。