



IMPORTANT NOTICE

How to Avoid Delays

1. **Avoid delays of one month or more;** fill out every section completely and if it is not applicable then write “n/a”. All your health information is extremely important. Any missing information such as height & weight can delay your appointment.

2. **Complete and return the following:**

- Referral, if you are required by your insurance company
(Contact your insurance company to determine if you need a referral)
- Registration Form
- GI Patient History Form (front & back, pages 1-6)
- Consent Forms:
 - Confidential and Pharmacy Information Form
 - Financial and Practice Policies
 - Financial Disclosure
- Copy of Front/Back of Insurance Cards (Primary/Secondary)
- Copy of Driver’s License

**Check off each box as
you place it in the
Envelope.**



3. **Mail all of the completed forms** in the enclosed **postage-paid envelope**. The faster we receive our documents, the faster we can schedule your colonoscopy.
4. Once we receive your completed forms, a member of our clinical staff will review all your information. If there are any questions or concerns, we will call you to determine if an office visit is needed. Otherwise, you will receive a call from the procedure scheduling department to set a date and time for your colonoscopy between 2 to 4 weeks .
5. Direct Access is meant for asymptomatic (showing no symptoms) colon cancer screening. You will need to call and make an appointment for an office visit if you are currently having any symptoms, including but not limited to:

- Abdominal Pain
- Rectal Bleeding
- Blood in Stool
- Hemoccult Test shows Positive
- Unexplained Weight Loss
- Change in Bowel Habits
- Anemia
- Black Tarry Stools
- Uncontrolled Chronic Illness such as cardiopulmonary Disease or Unstable Diabetes

Thank you for choosing our Direct Access Program for Colon Cancer Screening. We look forward to helping you take this important step toward preventing and detecting colon cancer.

If you have any questions regarding the **DA paperwork process**, please call **703-776-1768**.