



3030 S. Gessner Road, Suite 150
Houston, Texas 77063
(713) 587-0909
www.pec-tx.com

Online Pre-Procedure Assessment Instructions

Welcome to Physicians Endoscopy Center! We're very pleased that you and your physician have chosen us to care for you. To start the pre-procedure assessment process, PEC requests that you provide your medical history online with *One Medical Passport*. We recommend that you complete your medical history online as soon as your procedure has been scheduled. Once you do this, our Pre-Op Assessment Nurse will be able to access the information you provided. This information will assist the Nurse in organizing and documenting your medical history in preparation for your procedure.

Please follow the steps below to navigate through our website:

- 1) Visit: www.pec-tx.com
- 2) Click "**Pre-Register Online**" in the maroon computer at bottom of page.
- 3) Click "**One Medical Passport**" link in the body of the paragraph.
- 4) Check the box to accept the Terms of Use and double click "**Register for a Medical Passport.**"
- 5) Review and accept the five documents. You do not need to print them.
- 6) Complete the medical history questionnaire and click "**Finish**" to submit your *Medical Passport* to PEC.

Be sure to have the following information available before starting your *Medical Passport*:

- Your health insurance information
- The names, addresses and phone numbers of your physicians.
- A list of all medications you are taking, their dosage and frequency.
- A list of all surgeries you have had and their approximate dates.

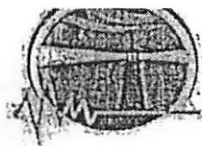
Before your procedure:

- If you have not received billing information within 1 week from your procedure, please call PEC to verify your benefits at (281)525-2296
- Please be aware, no visitors are allowed in the facility the day of your procedure. PEC is currently **drop off only** for patients. Due to COVID we would like to minimize the amount of people in our lobby.

If you do not have access to a computer or require assistance to complete your Medical Passport, please call (713) 587-0909 X 605 or email info@pec-tx.com between 8:00am-4:30 pm to schedule an appointment with a Pre-Op Assessment Nurse. If we miss your call, please leave a message and allow 48-72 hours for a call back. You will still need to have the above information available when you call and allow 20-30 minutes for this call.

About One Medical Passport

Completing a *One Medical Passport* medical history online is easy. For most patients, filling out the entire questionnaire takes less than 30 minutes. Please fill out the questionnaire accurately, and be assured that all of your information is kept confidential and will be thoroughly reviewed by your medical team. At any time, you can quit filling out the questionnaire and come back and complete the unfinished portion at a more convenient time. *One Medical Passport* is a website that allows you to enter your information at anytime from anywhere. You can also print out a copy of your medical history after you create it online and keep it with you or with your other health care documents, as well as have access to it online anytime you need it or want to update it.



Gessner Anesthesia
Associates

Dear Valued Patient:

Thank you for allowing Gessner Anesthesia Associates, PLLC (GAA) to provide the highest level of comprehensive anesthesia care for you. This letter is to inform you of our billing practices for the anesthesia services you received.

There are multiple services provided and billed by SEPARATE PROVIDERS during your procedure:

- 1) Drugs, supplies and the use of the facility and equipment,
- 2) professional services of your physician performing the procedure,
- 3) both technical and professional services for pathology/specimen/biopsy removed, and
- 4) Professional services of the anesthesia provider (GAA).

GAA will bill your primary and/or secondary insurance payer for your anesthesia services and make every effort to get our charges fully paid by your insurance payer. If your insurance payor, however, deems the anesthesia services are not medically necessary or non-covered according to their policies, you will be billed at our self-pay rate of \$525.

- ▶ For in-network claims, GAA will receive payment with an Explanation of Benefits (BOB), which explains any co-payments, deductibles and/or coinsurances owed by you in accordance with your insurance policy. You will be responsible for paying your patient responsibility as required by your insurance payer which is due upon receipt of statement.
- ▶ For out-of-network claims, we are unable to pre-determine the payment your insurance payor will make and therefore, unable to accurately quote the amount you owe for anesthesia. GAA makes every effort to collect payment directly from your insurance payer. As soon as the BOB is received, an appeal will be submitted under the RAPs clause, which is if both the physician and the facility are in-network, out-of-network claims related to the procedure should be processed as in-network as well. Once a final determination is made, we will send you a statement for the amount you owe, which is due upon receipt. The payer may send you their payment for our services. In this case, please send to us at the address below
(1) the BOB and (2a) the endorsed insurance check OR (2b) a personal check in the total amount due.
- ▶ Patients with no insurance coverage will be billed at the self-pay rate of \$525. If you wish to pay for services and not submit a claim to your insurance payer, please call to discuss further.

If you have any questions about anesthesia billing for the procedure you are having or have had, please contact our office at **(713) 636-9720, Option 1.**

Sincerely,

Shae Jackson

Medical Billing Advocate

Direct Extension: 106 / Email: djackson@gianesthesia.com

Gessner Anesthesia Associates, PLLC
Department #323, P.O. Box 4869 ♦ Houston, TX 77210