

Bryn Mawr Medical Specialists Association
Gastroenterology
825 Old Lancaster Rd Suite 340
Bryn Mawr, Pa 19010
Telephone: 610-525-9570 Fax: 610-527-8805

Dr. Robert Atkins, M.D.	Dr. Jack Collazzo, M.D.	Dr Thomas McKenna, M.D.
Dr. Toan Nguyen, M.D.	Dr. Jeffrey Retig, M.D.	Dr. Robert Levitt, M.D.
Dr. Michelle Springer, D.O.	Dr. Rita Ritsema, M.D.	Dr. Jonathan Gotfried, M.D.

**Our Endoscopy Center is AAAHC Accredited , Medicare Approved
and a ASGE Center of Excellence.**

IMPORTANT

Upon receipt of packet, please review and fill out all forms completely and return to us in the envelope provided. If your scheduled procedure is a week away or less, please bring your paperwork in with you on the day of your procedure or drop your paperwork off at our office.

Please sign and date forms in designated areas. If you have questions regarding the enclosed forms, please call the Endoscopy Center help line # 610-527-3800 ext. 2060 and leave a message. Your call should be returned within 1 business day.

If you have a question regarding procedure scheduling or your preparation for the procedure, please call the office.

To help us prepare for any necessary pre-authorizations, etc. before your procedure, please photo copy the front and back of your insurance card and include it in the return packet.

Although you are providing a copy, please bring your insurance card and a photo ID with you on the day of your scheduled procedure. If your photo ID doesn't show your current address, please bring a utility bill or other correspondence showing current residence.

It is advisable that you verify coverage for your scheduled outpatient procedure in our Ambulatory Surgery Center with your insurance company. It is also suggested that you ask your insurance company if there will be any out of pocket deductibles and or co-pays.

If you have a living will or advanced directive, please bring in a copy for your chart. If you don't have access to a copier, we'll make a copy for you.

**PLEASE COMPLETE & RETURN THE
PAPERWORK AS SOON AS POSSIBLE.**