GAP
Gastroenterology Associates of the Piedmont, P.A.

# Your Procedure Appointment

**Phone: (336) 448-2427**
**Fax: (336) 714-3565**

**WELCOME!**
Thank you for choosing Gastroenterology Associates of the Piedmont, P.A., where our physicians maintain board certifications in gastroenterology to perform endoscopic procedures.

**ARRIVAL TIME:**
Your arrival time is 45 minutes prior to your appointment time. This allows us to complete the check-in process, review your health history with our staff, and undergo an evaluation for anesthesia prior to your procedure. Please be aware that we may contact you in the days leading up to your procedure, as your arrival time may be subject to change.

**PAPERWORK:**
Please review the attached documents and be prepared to sign an acknowledgement of the policies upon arrival to your appointment.

**INSURANCE:**
We require that you provide a copy of both sides of your insurance card(s) in advance of your appointment. This step eliminates unnecessary wait time during check-in and enables us to complete prior-authorization requirements to ensure the maximum payable benefit from your insurance. Your card can be uploaded via MyChart, mailed, faxed, or dropped off at any of GAP's locations.

**BILLING:**
If we anticipate that you will incur out-of-pocket costs for your procedure, you will receive an estimate via MyChart or mail approximately one week prior to your appointment. Please contact our billing department at (336) 714-1262 if you have questions, to make a payment, or to set up a payment plan.

**CANCELLATIONS:**
No-shows, cancellations, or reschedules within 3 business days of the appointment may result in a fee or termination from the practice.

**TRANSPORTATION:**
For your safety, it is our policy that a patient scheduled for a procedure with sedation will have an adult (age 18+) available to accompany them home. We require that the accompanying adult arrive with you to your appointment and agree to drive you home afterwards. If you are unable to secure an adult to accompany you, you are responsible for rescheduling the procedure for a time that you are able to comply with this policy.
Please note that:

- It is your decision as to whether your procedure results will be shared with your driver.
- You may not drive until the next day after your procedure.
- Taking a taxi, bus, or other ride service (e.g. Uber, Lyft, etc.) is not an acceptable form of transportation unless you are also accompanied by an adult acquaintance who will ensure you arrive home safely.
- Approved medical transportation services may be utilized. Please contact our office for a list of authorized agencies.

**QUESTIONS?**
Call our office at (336) 448-2427 if you have health concerns or questions about your appointment. We partner with ManifestRx to offer access to professionals that can answer questions about procedure preparation. If you have been assigned to use their services, you may contact them directly regarding your prep at (888) 770-4009.

*Revised 06/20/23, 9/18/25, 10/15/26*