



## CENTRAL SCHEDULING PROCESS

The Southeast Georgia Health System Central Scheduling department will contact you to schedule and pre-register you for your appointment. If you need to confirm, cancel or change this appointment date and time, please call the Central Scheduling Department toll free 1-855-466-1111. If you choose to pre-register on-line, go to [www.sghs.org](http://www.sghs.org). On-line registration must be completed at least 48 hours before a scheduled appointment.

**EXAM ORDERED:**            **IVC Filter**

### LOCATION:

Your exam can be at one of the following locations. Please call Central Scheduling if you are unsure where your appointment is located.

**Brunswick Campus, Parkwood Entrance**  
2415 Parkwood Drive, Brunswick GA 31523  
Please park on the Parkwood entrance side of the hospital. Take the elevator up to the 2nd floor of the Brunswick Building and check in at the Guest Services desk.

**Brunswick Campus, MRI and Imaging**  
1111 Glynco Parkway, Suite 1  
Brunswick GA 31523  
We are located in the Summit Professional Plaza off of I-95 exit 38. Our office is in Building 1, Suite 1 on the first floor.

**Brunswick Campus, OCC Entrance**  
2500 Starling Street, Brunswick GA 31523  
Please park on the new Outpatient Care Center side of the hospital. As you come through the revolving door, please check in at the receptionist desk on the left.

**Camden Campus, Main Entrance**  
2000 Dan Proctor Drive, St Marys, GA 31558  
Come to the main hospital entrance. Upon arrival please turn right at the guest services desk and check in at the admissions department.

## PATIENT INSTRUCTIONS

### Day Prior to Exam:

Some blood tests will need to be completed prior to your exam appointment. The lab work is needed to ensure you can have the scheduled procedure. Your physician will need to provide you with lab orders for a BUN, Creatinine, APTT and PT with INR. Please have your physician contact the Special Procedures department at (912) 466-1218 or Radiology Nursing at (912) 466-1235 to check which lab tests are needed. The lab tests can be performed at the hospital, some health system care centers or at your physician's office.



## **Exam Preparation:**

1. Do not eat or drink anything 4 hours prior to your exam.
2. You may take your regular medications, including blood pressure and heart medications, on the morning of the procedure, with a small amount of water. If you are taking glucophage, a medication for diabetics, take it the morning of your appointment. Unless you are instructed otherwise by your doctor, you may restart this medication 48 hours after your imaging procedure. If you take insulin or other diabetic medication, do not take this medication on the morning of the procedure. It is recommended you bring all medications with you, on the day of your exam.
3. If you are unable to bring your medications, please supply a list of these items for the physician and clinical staff, who will be performing the procedure.
4. If you are allergic to IVP (x-ray dye) and are having a procedure that involves the use of this contrast media, you will need to receive medication prior to your exam. Please contact a Radiology nurse to receive further instructions. You will need to contact your physician, prior to the exam, to obtain this medication.
5. On the day of your appointment, come into the main entrance of the hospital, located on Parkwood Drive and report to the Admissions office.
6. After the exam is completed, you may need to stay for observation for 4-6 hours.
7. On the day of your appointment, you will need to have someone come with you to drive you home, after the procedure and post-procedure observation has been completed.
8. If you have any questions regarding exam preparations or instructions, please call the Special Procedures department at (912) 466-1218 or Radiology Nursing at (912) 466-1235. After hours and weekends, call 466-1259 and ask to have a Radiology nurse paged to your phone number.

## **SPECIAL NOTE:**

If you are taking Plavix or Aspirin, continue to take this medication as prescribed by your doctor. In addition, diabetes medications such as Glucophage (Metformin) or Glucovance (Glyburide and Metformin) must be stopped on the day of the procedure and restarted 48 hours after the exam is completed. If you take any of these medications, you will need to speak with your physician before stopping or starting these medications.



If you are taking blood thinning medication, such as Coumadin (Warfarin), please get instructions from your doctor, before stopping this type of medication. Coumadin must be stopped 4 days, prior to any invasive imaging procedure.

**WE WILL PLACE A REMINDER CALL PRIOR TO YOUR SCHEDULED APPOINTMENT.  
If you have any questions, please call the Central Scheduling Department  
Toll Free 1-855-466-1111 (if local, Brunswick 912-466-1240 or Camden 912-576-6190)**