



Dear Client,

The Surgical Specialty Center of Westchester is a state licensed, AAAHC accredited and Medicare certified Ambulatory Surgical Facility. As such, we are responsible for providing our patients with the following:

1. Written notice of your Rights and Responsibilities as a patient.
2. Information regarding New York State Advanced Directives.
3. Notice of Nondiscrimination
4. Disclosure of physician ownership and financial interest in the facility.

Attached, please find written information regarding your "Rights and Responsibilities" as a patient, notice of nondiscrimination, disclosure of physician ownership and information regarding our policies on Advanced Directives. If you have an Advanced Directive consisting of a Health Care Proxy, Living Will, and/or Do Not Resuscitate directive and wish to provide a copy to the Surgical Specialty Center of Westchester at the time of your procedure, we will make them a part of your permanent Medical Record.

Thank you for choosing the Surgical Specialty Center of Westchester. We are happy to serve you.

Adriana Douglas, MBA
Executive Director
Surgical Specialty Center of Westchester

Surgical Specialty Center of Westchester, LLC

Patient rights at the Surgical Specialty Center of Westchester include:

- Patients are treated with respect, consideration and dignity.
- Patients have a right to be free from abuse and harassment while at the facility.
- Patients are provided appropriate privacy.
- Patient disclosures and records are treated confidentially and patients are given the opportunity to approve or refuse their release, except when release is required by law.
- Patients are provided, to the degree known, complete information concerning their diagnosis, evaluation, treatment and prognosis. When it is medically inadvisable to give such information to a patient, the information is provided to a person designated by the patient or to a legally authorized person.
- Patients are given the opportunity to participate in decisions involving their health care except when such participation is contraindicated for medical reasons.
- Patients have a right to know the services available at the facility.
- Patients have a right to be informed of provisions for after-hour and emergency care if needed.
- Patients have a right to know the facility fees for services.
- Patients have a right to be informed of patient conduct and responsibilities.
- Patients have a right to refuse to participate in experimental research.
- Patients have a right to be notified of the Center's policy on Advanced Directives, as required by state or federal law and regulations.
- Patients have the right to know the credentials of health care professionals providing their care.
- Patients are informed of their right to change their provider if other qualified providers are available.
- Patients are informed about procedures for expressing suggestions, complaints and grievances, including those required by state and federal regulations

Patient Responsibilities

- Patients must provide complete and accurate information to the best of his/her ability regarding his/her health status: medications taken, including over-the-counter products and dietary supplements, and any known allergies or sensitivities.
- Patients are expected to follow the treatment plan as prescribed by his/her provider.
- Patients must provide a responsible adult to transport him/her from the facility and remain with him/her for 24 hours following the procedure if so required by his/her provider.
- Patients are to cooperate with facility personnel and ask questions if directions and/or procedures are not understood.
- Patients are expected to accept personal financial responsibility for any charges not covered by his/her insurance plans. Patients who receive direct payment from their insurances are expected to submit that payment to us within 10 days or receipt of such payment.
- Patients must be respectful of all health care providers and ancillary staff as well as other patients.

Advanced Directives

The United States Supreme Court has concluded that you have a constitutional right to be free of unwanted medical treatment. New York law also grants you the right to accept or reject medical treatment, including life-prolonging procedures, such as mechanical respiration and tube or intravenous feeding. New York facilities such as hospitals, nursing homes, and ambulatory surgery centers are required to inform you before you are admitted as to whether or not they will be able to honor your right to accept or reject treatment.

It is the policy of the Surgical Specialty Center of Westchester to sustain life with extraordinary efforts should the need arise. Regardless, there may be additional portions of your Advanced Directives that we are able to follow so we would like to have a copy of your wishes, should the need arise. These documents will be forwarded to the facility if you require a higher level of care. If you do not have an existing Advanced Directive and would like information to this end, please let us know and we are happy to provide you with the necessary forms and facts regarding your New York Health Care Proxy and Living Will.

Notice of Nondiscrimination

The SURGICAL SPECIALTY CENTER OF WESTCHESTER complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. SURGICAL SPECIALTY CENTER OF WESTCHESTER does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

The SURGICAL SPECIALTY CENTER OF WESTCHESTER provides free aids and services to people with disabilities to communicate effectively with us, such as: qualified sign language interpreters and some written information in other formats upon request (large print, accessible electronic formats, other formats). We provide free language services to people whose primary language is not English, such as: qualified interpreters.

If you need these services, you may contact Adriana Douglas, Administrator. If you believe that The SURGICAL SPECIALTY CENTER OF WESTCHESTER has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance with: Adriana Douglas, Administrator, at 440 Mamaroneck Avenue, Suite 410, Harrison, NY 10528, (914) 777-8400 or by fax (914) 777-8401. You can file a grievance in person or by mail, phone or fax. If you need help filing a grievance, Adriana Douglas, is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at: U.S. Department of Health and Human Services, 200 Independence Avenue, SW, Room 509F, HHH Building, Washington, D.C. 20201 1-800-368-1019, 800-537-7697 (TDD). Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

Physician Ownership – Surgical Specialty Center of Westchester, LLC

*Samuel J Beran, MD, James R. Gordon, MD,
Richard Gordon, MD, Allen Greenbaum, MD,
Joshua Greenwald, MD, Neil R. Katz, MD,
Seth D. Potash, MD, Bradley H Scharf, MD*

Thank you again for choosing the Surgical Specialty Center of Westchester!

Contact for Complaints

- **Adriana Douglas, MBA, Administrator**
adouglas@nysurgicenter.com, (914) 421-0115
- **State of New York Department of Public Health**
Centralized Intake Program
433 River Street, Suite 303
Troy, NY 12150
(800) 804-5447
- **Office of the Medicare Beneficiary Ombudsman**
www.cms.hhs.gov/center/ombudsman.asp