



Important Information: Once Your Procedure is Scheduled

Immediate Next Steps: (Even if you were recently seen in the office by one of our providers)

- You **MUST** provide or update your Medical History ***within 48 hours*** of scheduling your procedure. You will need to submit your medical history via the MDTEC / DDA Patient Portal.
- Patient Portal Link: <https://dda.mygportal.com>
- You must provide a valid email address at the time of scheduling so we can send you an invite to complete/review your medical history. The email sent to you will contain a temporary PIN for your account.
- If you don't receive an email inviting you to the Patient Portal, call us ASAP at 410-224-4887
- The email you provide **cannot** be connected to **any** another patient's account within our system.
- If you have trouble with accessing our Patient Portal, contact our office 410-224-4887.
- **Medications:** Please make sure that all medications, vitamins and supplements are updated in your Patient Portal. **You will not be able to delete any medications. You will only be able to add medications. Your nurse will delete any medications you are not taking on the day that you arrive for your procedure.
- **To speak to our Pre-op Team regarding your medical history:** call 410-224-3636, select Option 2.

Other Important Information

- You should have a copy of your prep instructions. Your instructions should have been given to you in the office, at MDTEC **or** emailed to you.
- If you do not have your prep instructions, call 410-224-3636, select option 3. We are here to help you.
- Follow **only** the instructions we provide you.
- **Read your instructions.** Following the instructions will help ensure your procedure will be performed with success.
- Please bring your:
 - ID, insurance card
 - Co-pays
 - Medication Form
- You must have a driver at least 18 years or older to take you to and from your appointment, no public transportation.
- You may be charged \$200 if you fail to cancel within 48-hours of your scheduled procedure.
- If you are scheduled for a colonoscopy or flexible sigmoidoscopy a prescription has been electronically sent to your Pharmacy. Please contact your pharmacy to ensure it is ready.
- ***"Please be aware that all co-payments, insurance deductibles and fees for services not covered by your insurance policy are due at the time service is rendered."***