

Please bring your packet and leave in our drop box located on the outside of our building. We are not doing pre-registration in our lobby due to COVID.

Pre-registration can also be completed online at: www.gpsurgerycenter.com

Please bring your insurance cards and picture I.D. to ensure proper billing.

Thank you!

Getting Ready For Your Endoscopy / Colonoscopy

Please read the included registration packet carefully. The last three pages must be completed and returned to the Grants Pass Surgery Center as soon as possible. Please note; when returning your packet, leave it in our drop box located on the outside of the building due to COVID safety precautions. Please make an effort to return the form no later than three business days prior to your procedure.

PRE-REGISTRATION HOURS ARE FROM 6:30 AM - 5:00 PM, MONDAY - FRIDAY

Grants Pass Surgery Center 1601 NW Hawthorne Ave., Grants Pass, OR 97526

One of our experienced pre-op nurses will call 3 business days prior to your procedure to obtain critical information about your health history and provide instructions tailored to your procedure.

(Arrival times are given and finalized by a call from the Surgery Center 3 business days before your procedure.)

IMPORTANT THINGS TO REMEMBER

- · Because we care, you are required to have a driver after your procedure. Failure to do so may result in the rescheduling of your procedure.
- All patients are able to bring in 1 family member or loved one with them.
- Each physician has specific instruction for you to follow. Always follow these instructions.
- Please bring your driver's license or student ID, and your current insurance cards with you.
- Anesthesia and physician fees are separate than our fees. Please contact your surgeon for physician fees and Rogue Anesthesia at 888-278-4119 for their fees.
- If you have general questions, please call 541-472-4880.
- If you have patient billing and insurance questions, please call 541-472-4895.

Notice of Ownership Financial Interest

For a verbal list of physician owners, please call 541-472-4880

Bents, Robert MD	702 SW Ramsey Ave., Ste. 112	Grants Pass, Oregon 97527
Castle, John DPM	1227 NE 7th Street	Grants Pass, Oregon 97526
Cohen, Felicia MD	1075 SW Grandview Ave., Ste. 200	Grants Pass, Oregon 97527
Colley, Ryan DO	707 Murphy Creek Rd.	Medford, Oregon 97504
Denard, Patrick MD	2780 E Barnett Road	Medford, Oregon 97504
Dunn, Sean DPM	495 SW Ramsey Ave.	Grants Pass, Oregon 97527
Eagan, Thomas, DO	1075 SW Grantsview Ave. Ste. 200	Grants Pass, Oregon 97527
Kelly, Caroline MD	1075 SW Grandview Ave., Ste. 200	Grants Pass, Oregon 97527
Medley, Tamara MD	1075 SW Grandview Ave., Ste. 200	Grants Pass, Oregon 97527
Mateja, Brian DO	509 E Main St.	Rogue River, Oregon 97537
Metwally, Yaser MD	707 Murphy Creek Rd.	Medford, Oregon 97504
Nugent, Matthew MD	702 SW Ramsey Ave., Ste. 112	Grants Pass, Oregon 97527
Pitzak, Andrew DO	495 SW Ramsey Ave.	Grants Pass, Oregon 97527
Shelton, Justin DO	1075 SW Grandview Ave., Ste. 200	Grants Pass, Oregon 97527
Simchuk, Mark DPM	1619 NW Hawthorne, Ste. 106	Grants Pass, Oregon 97526
Ziegler, Kiley MD	702 SW Ramsey Ave., Ste. 112	Grants Pass, Oregon 97527

OHRP Statement

The office for Oregon Health Policy and Research (OHRP) requires all licensed free-standing ambulatory surgery centers to collect and report the following race and ethnicity information on all patients:

The information reported will be confidential, Please designate a race and ethnic category on the Preregistration form at the front of the packet.

Race categories are:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Pacific Islander
- White
- Patient refused

Ethnic categories are:

- · Hispanic or Latino
- Non Hispanic or Latino
- Patient refused
- Unknown

Questions and/or concerns can be addressed by the office of Oregon Health Policy & Research (OHRP) by calling (503) 373-2287.



Ph. 541.472.4880 Fax. 541.472.4899

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Acknowledgement and Consent

I understand that Grants Pass Surgery Center (referred to below as **GPSC**) will use and disclose "**Protected Health Information**" or "**PHI**" about me.

I understand that my **PHI** may include information both created and received by GPSC and may be in the form of written or electronic records. I understand that my **PHI** may include information about my health history, health status, symptoms, examinations, test results, diagnosis, treatments, procedures, prescriptions, related billing activities and similar types of health-related information.

I understand and agree that GPSC may use and disclose my PHI in order to:

- Make decisions about and plan for my care and treatment;
- Refer to, consult with, coordinate amount, and manage along with other health care providers for my care and treatment;
- Determine my eligibility for health plan or insurance coverage, and submit bills, claims and other related information to insurance companies or others who may be responsible to pay for some or all of my health care;
- Perform various office, administrative and business functions that support my physicians efforts to provide me with, arrange and be reimbursed for quality, cost-effective health care.

I also understand that I have a right to receive and review a written description of how GPSC will handle my **PHI**. This written description is known as a **Notice of Privacy Practices** and describes the uses and disclosures of **PHI** and the information practices followed by the employee's staff and other office personnel of GPSC, and my rights regarding my **PHI**.

I understand that the **Notice of Privacy Practices** may be revised from time to time, and that I am entitled to receive a copy of the current **Notice of Privacy Practices**. I also understand that a copy or a summary of the current **Notice of Privacy Practices** in effect will be posted in waiting and reception area and is available from our front office staff.

I understand that I have a right to ask that some or all of my health information not be used or disclosed in the manner described in the **Notice of Privacy Practices**, and I understand that GPSC is not required by law to agree to such requests.

By signing the Acknowledgement and Concent section of the Patient Registration Signature Form, I agree that I have received and understand the information above and that I have received a copy of the Notice of Privacy Practices.

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Standard of Patient's Rights and Responsibilities

Standard 1

The patient will receive the care necessary to help regain or maintain maximum state of health and, if necessary, cope with death.

Standard 2

The facility personnel who care for the patient will be qualified through education and experience to perform the services for which they are responsible. The patient has the right to identify the professional status of all individuals providing services to him/her.

Standard 3

The patient will be treated with consideration, respect, and full recognition of individuality, including privacy in treatment and in care.

Standard 4

The patient will be provided (to the extent known) by the physician, complete information regarding diagnosis, treatment and the prognosis as well as the possible risks and side effects associated with treatment. If medically inadvisable to disclose to the patient such information, the information is given to a person designated by the patient or to a legally authorized individual. Within the limits of the facility service policy, the patient and family will be instructed in appropriate care techniques.

Standard 5

The patient or responsible person will be fully informed of services available in the facility, provisions for after-hours and emergency care, and related fees for services rendered.

Standard 6

The patient will be a participant in decisions regarding the intensity and scope of treatment. Circumstances under which the patient may be unable to participate in his / her plan of care will be recognized. In these situations, the patient's rights will be exercised by the patient's designated representative or other legally designated person.

Standard 7

The patient will have the right to accept medical care or refuse treatment to the extent permitted by law and to be informed of the medical consequences of such refusal. The patient also has the responsibility for his/her actions should he/she refuse treatment and does not follow the physician's or the Surgery Center's instructions and will be requested to sign a release of responsibility form. If refused, a registered letter will be sent.

Standard 8

Plans will be made with the patient and family so that continuing services will be available to the patient throughout the period of need. The plans will be timely and involve the use of all appropriate personnel and community resources.

Standard 9

Facility personnel will keep adequate records and will treat with confidence all personal matters that relate to the patient.

Standard 10

The patient will have the right to approve or refuse the release of medical records to any individual outside the facility, except in the case of transfer to another health facility, or as required by law or third party payment contract.

Standard 11

The patient has the right to be informed of any human experimentation or other research / educational projects affecting his or her care or treatment and to refuse participation in such experimentation or research.

Standard 12

The patient will be free from all forms of abuse/ harassment. The Surgery Center will provide for and welcome the expression of grievances or complaints and suggestions by the patient at all times.

Standard 13

The patient will have the right to change primary or specialty physicians or dentists if other qualified physicians or dentists are available.

Standard 14

The patient will have the right to have an advance directive, such as a living will or health-care proxy. These documents express the patient's choices about future care or name someone to decide if the patient cannot speak for himself or herself. The patient who has an advance directive should provide a copy to the Grants Pass Surgery Center and to their physician for their wishes to be made, known and honored in the event of a transfer to the hospital.

Standard 15

The patient will have a right to be fully informed before any transfer to another facility or organization if appropriate for optimum patient care.

Standard 16

The patient will be responsible for observing prescribed rules of the Surgery Center during his/her stay and treatment. The patient forfeits the right to care at the Grants Pass Surgery Center if printed instructions are not followed.

Standard 17

The patient will be responsible for promptly fulfilling his or her financial obligations to the Surgery Center.

Standard 18

The patient will be responsible for being considerate of other patients and personnel and for assisting in the control of noise, smoking, and the number of visitors.

Standard 19

The patient will be responsible for reporting whether he/she clearly understands the planned course of treatment and what is expected.

Standard 20

The patient will be responsible for keeping appointments and, when unable to do so for any reason, must notify the Surgery Center and physician.

Standard 21

Patient care rendered will reflect consideration for the patient as an individual with personal value and belief systems that affect his or her attitude toward and response for the care provided by the Grants Pass Surgery Center. Patients will be allowed to express those spiritual beliefs and cultural practices that do not harm others or interfere with the planned course of medical therapy for the patient.

Standard 22

The patient or the patient's designated representative may participate in the consideration of ethical issues that arise in the care of the patient.

Standard 23

All patients will receive appropriate assessment and management of pain through continuum of care.

Standard 24

The patient is encouraged to report concerns about safety throughout or after their course of care.

Our patient advocate will answer written complaints and or handle verbal complaints. There is to be no fear of reprisal, discrimination or impact on the quality of care received.

If we are unable to resolve an issue you may contact:

Oregon Health Care Licensure and Certification office at 971-673-0540. www.oregon.gov/DHS/ph/hclc

Medicare beneficiary 1-800-633-4227. www.oregon.gov/DHS/ph/hclc

Nondiscrimination Notice

Grants Pass Surgery Center, complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex.

Grants Pass Surgery Center provides to:

- several free aids and services to help people with disabilities to communicate with us. These aids and services include:
- free language services to people whose primary language is not English, such as:
 - qualified interpreters via telephone
 - materials written in other languages

If you need these services, contact Grants Pass Surgery Center at 541-472-4880. If you believe that Grants Pass Surgery Center 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 by mailing or faxing to:

Mr. Steven M. Loftesnes, CEO / Administrator 1601 NW Hawthorne Ave. Grants Pass, OR 97526 Phone: 541-472-4880

Fax: 541-472-4899

Email: steve.loftesnes@scasurgery.com

You can file a grievance in person or by mail, fax, or email. If you need help filing a grievance, Mr Steven M. Loftesnes, CEO / Administrator, 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/fle/index.html

Ph. 541.472.4880 Fax. 541.472.4899

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Nondiscrimination Notice (continued)

- Atención: Si habla español, hay disponibles servicios de ayuda con el idioma sin costo alguno para usted. Llame al 1-877-386-9235, extension 177 (TTY:711)
- Atenção: se você fala Português os serviços estão disponíveis para ajudar com a língua sem nenhum custo para você.
 1-877-386-9235, extension 177 (TTY:711)
- Attention: Si vous parlez français, des services sont disponibles pour aider la langue gratuitement. Cadran 1-877-386-9235, extension 177 (TTY:711)
- Atenţie: Dacă vorbiţi limba română, serviciile sunt disponibile pentru a vă ajuta cu limba de cost. apel 1-877-386-9235, extension 177 (TTY:711)
- Achtung: Wenn Sie mit der Sprache Deutsch sprechen oder Ihnen Dienste zur Verfügung stellen, die für Sie kostenlos sind. Unter der Nummer 1-877-386-9235, extension 177 (TTY:711)
- Pažnja: Ako govorite bosanskom službom da biste pomogli jezik bez naknade. Pozovi 1-877-386-9235, extension 177 (TTY:711)
- 7. Attenzione: se parli italiano i servizi sono disponibili per aiutare con la lingua senza alcun costo per te. Chiama il numero 1-877-386-9235, extension 177 (TTY:711)
- 8. Upozornenie: Ak hovoríte po slovensky, sme Vám k dispozícii bezplatný jazyk. volanie 1-877-386-9235, extension 177 (TTY:711)

- Merk: Hvis du snakker, er norske tjenester tilgjengelige for å hjelpe deg med språk uten kostnad for deg. Ringe 1-877-386-9235, extension 177 (TTY:711)
- Obs! Om du talar är svenska tjänster tillgängliga för att hjälpa till med språket utan kostnad för dig. Ringa 1-877-386-9235, extension 177 (TTY:711)
- Bemærk: Hvis du taler dansk, kan du bruge sprog gratis. Opkald 1-877-386-9235, extension 177 (TTY:711)
- 12. Perhatian: Jika Anda berbicara bahasa Indonesia, Anda dapat membantu menggunakan bahasa tanpa biaya. panggilan 1-877-386-9235, extension 177 (TTY:711)
- Pange tähele: kui te räägite abi saamiseks kättesaadavatest Eesti teenustest, on keel teile tasuta. Helistama 1-877-386-9235, extension 177 (TTY:711)
- Uwaga: Jeśli mówisz, polskie usługi są dostępne, aby pomóc w języku bez żadnych kosztów. Zadzwoń pod ten numer 1-877-386-9235, extension 177 (TTY:711)
- Figyelem: ha magyarul beszélsz, a rendelkezésre álló szolgáltatások a nyelvek.
 1-877-386-9235, extension 177 (TTY:711)



Notice of Policy Regarding Advanced Directives

Grants Pass Surgery Center requires the following notice be signed by each patient prior to the scheduled procedure, in order to be in compliance with the Patient Self-Determination Act (PSDA) and state law and rules regarding Advanced Directives.

Advanced Directives are statements that indicate the type of medical treatment wanted or not wanted in the event an individual is unable to make those determinations and who is authorized to make those decisions. Living wills or Power of Attorney forms can be used in lieu of an advanced directive. The Advanced Directives are made and witnessed prior to serious illness or injury.

There are many types of Advanced Directives but the two most common forms are:

Living Wills

These generally state the type of medical care an individual wants or does not want if he/she becomes unable to make his/her decisions.

Durable Power of Attorney for Health Care

This is a signed, dated and witnessed paper naming another person as an individual's agent or proxy to make medical decisions.

In an ambulatory care setting, if a patient should suffer a cardiac or respiratory arrest or other lifethreatening situation, this signed consent implies consent for resuscitation and transfer to a higher level of care. Therefore, in accordance with federal and state law, the facility is notifying you it will not honor previously signed Advanced Directives for any patient. If we have received a copy of the patient's requests, it should be transported with them to the higher level of care. If you disagree, you must address this issue with your physician prior to signing this form.

I understand that I am not required to have an Advanced Directive in order to receive medical treatment in this heath care facility.

By signing the Advanced Directive section of the Patient Registration Signature Form, I agree that I have received and understand the information above and that I have received a copy of the Notice of Policy Regarding Advanced Directives.

Patient Registration, Financial and Insurance Information

Patient Information: Last name _____ First ____ Middle _____ Mailing Address _____ City ____ State ___ Zip ____ Home Address _____ City ____ State ___ Zip ____ Cell Phone OK to leave voicemail? ☐ Yes ☐ No Home Phone _____ OK to leave voicemail? ☐ Yes ☐ No Email _____ Primary Care Physician_____ **Surgery Information:** Procedure(s) you are having Surgery / Procedure Date Surgeon's Name **Disclosure of Health Information:** With whom may we discuss your care? Name______ Relationship_____ ☐ Ride Only Phone _____ Name_____ Relationship_____ □AII ☐ Ride Only Phone ____ **OHRP Information:** (required by State) ☐ American Indian or Alaskan Native Race: ☐ Black or African American ☐ White ☐ Prefer not to answer Ethnicity: Hispanic or Latino Non Hispanic or Latino ☐ Unknown ☐ Prefer not to answer **Responsible Party Information:** (Person taking financial responsibility) Last name _____ Date of Birth _____ Social Security # _____ Home Phone____ Mailing Address _____ City ____ State ___ Zip __



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Patient Registration, Financial and Insurance Information

Primary Insurance Information (Bring	your insurance card(s) with you)		
Insurance Company:	Insurance Phone:		
Insurance Co. Address:			
Group Number:Street / P.O. Box #			
Policy Holder's SSN:			
Secondary Insurance Information (Bri	ing your insurance card(s) with you)		
Insurance Company:	Insurance Phone:		
Insurance Co. Address:	State Zip		
Group Number:			
Policy Holder's Name:			
Policy Holder's SSN:	Policy Holder's Date of Birth:		
Workman's Comp / Injury Insurance			
Insurance Company:	Insurance Phone:		
Insurance Co. Address:	City State Zip		
Group Number:	Policy Number:		
Policy Holder's Name:			
Policy Holder's SSN:	Policy Holder's Date of Birth:		



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$\overline{}$	PATIENT INFORMATION	
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Patient Registration Signatures

Patient's L	.ast Name	First	Middle
Date of Bi	rth	Social Security	
Patient Initial	STANDARDS OF PATIENT RIGHTS AND F I have been offered the opportunity, both wr Responsibilities. Facility follows non-discrim	itten and verbally, to understand t	he Standards of Patient Rights and
Patient Initial	ACKNOWLEDGMENT AND CONSENT I a Center's Acknowledgment and Consent disc Practices.		
Patient Initial	BLOOD PRODUCTS I understand that in a or advisable for my care, I will be transferred	•	ducts would be deemed necessary
Patient Initial	PERMISSION TO DISCLOSE HEALTH INF to discuss my medical care with persons I h		
Patient Initial	OHRP STATEMENT I understand that the free standing ambulatory surgery centers to Additionally, I understand that I can decline	o collect and report race and e	•
Patient Initial	NOTICE OF PHYSICIAN OWNERSHIP If m I understand that he or she has a financial have been offered a written and verbal list of	interest in Grants Pass Surgery	•
Patient Initial	POLICY REGARDING ADVANCE DIRECT to a higher level of care. Therefore, in accor honor previously signed Advance Directives physician prior to signing this form. I unders receive medical treatment at this healthcare	dance with federal and state law, for any patient. If you disagree, yo tand that I am not required to ha	the facility is notifying you it will not ou must address this issue with your
Patient Initial	QPIP DISCLOSURE You acknowledge that programs operated by your health insurer. The to achieve certain quality targets and to sel one such participating facility. The incentive	nese programs provide a financial ect cost effective, participating fa	incentive to participating physicians cilities for your care. This facility is
	If your physician participates in such a qualit at the facility, alternative referrals will be m your physician may own an interest in the fa	ade by your physician upon requ	uest. You further acknowledge that
	xecuted an Advance Directive and have been as of executed an Advance Directive.	sked to provide a copy to Grants Pa	ass Surgery Center.
☐ I underst	and that I am not required to have an Advance	Directive in order to receive medica	al treatment in this healthcare facility.
☐ By signin	ng below, I acknowledge that I have read and ur	nderstand the disclosures set forth	above.
Patient's Sig	nature	Witness to Patient's Si	ignature
Parent/Legal	Guardian's Signature	Date:	



Pre-Surgery Evaluation

Patient's Last Name		_ First _	Middle Date of Birt	:h	
Are you allergic to any medicines?	•				
Name of Medication			Reaction		
Name of Medication			Reaction		
Please indicate whether you <u>have</u>	or <u>hav</u>	e not ha	d the following conditions:		
General			Other Conditions		
Weight Height			Hiatal hernia Gastric reflux / heartburn (circle one)	☐ Yes	☐ No
Are you pregnant Are you taking blood thinners or aspirin?	☐ Yes ☐ Yes		Jaundice Cirrhosis Kidney problems or stones Thyroid disease	☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes	
Heart			Diabetes	☐ Yes	
Blocked artery: Heart/Neck/Limb (circle one) Heart Attack Chest Pain/Angina Heart Murmur Congestive heart failure Irregular heart beat Coronary artery disease High blood pressure Heart valve disease Rheumantic fever	 Yes 	_	Bad reaction to anesthesia Seizures	☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes	☐ No ☐ No ☐ No ☐ No ☐ No ☐ No
-	Yes		☐ Radiation ☐ Chemotherapy		
Pacemaker or Implanted defibrillator Do you use an inhaler/breathing treatment? Lung			Bleeding tendency Senile dementia/Alzheimers (circle one) Hard of hearing / Deaf (circle one) Blindness or injury to eye – L / R (circle one)	☐ Yes	☐ No
Asthma Emphysema Bronchitis	☐ Yes ☐ Yes ☐ Yes	☐ No ☐ No ☐ No	Anxiety / Panic attacks (circle one Claustrophobia Any history of MRSA?	☐ Yes ☐ Yes ☐ Yes ☐ Yes	☐ No ☐ No
TB Sleep Apnea Shortness of breath? At rest / with activity	☐ Yes ☐ Yes ☐ Yes	☐ No ☐ No ☐ No		☐ Yes	
Pneumonia in the past 6 months Recent respiratory infection Chronic or current cough	☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes☐ Yes	☐ No ☐ No ☐ No ☐ No	How long have you smoked? When did you quit? Use street drugs?		
Do you use oxygen at home? Do you use an inhaler/breathing treatment?	☐ Yes	☐ No ☐ No	Which?		



PATIENT INFORMATION	
	/

Medication / Hospitalization Summary

Patient's Last Name		First	Middle	_
Date of Birth		Social Secu	ırity	_
You are scheduled for your sand bring it with you to the S	0 ,	0 ,	Please accurately complete this for	m
Previous Hospitalizations	and/or Surgeries in the	last 10 years	(If additional check here \Box)	
Type		Date (r	month and year)	_
Type		Date (r	month and year)	_
Type		Date (r	month and year)	_
Туре		Date (r	month and year)	_
Type		Date (r	month and year)	_
<u> </u>	osage as indicated on the ning).	bottle. And de	oottle, spell the name of the med on't forget to list when you take the	
Name of Medication				_
Dosage	Frequency	Т	Γime of day □ AM □ PM	1
Name of Medication				_
Dosage	Frequency	Т	Γime of day □ AM □ PM	1
Name of Medication				_
Dosage	Frequency	т	Fime of day ☐ AM ☐ PM	1
(☐ check - additional on rev	erse side)			



Name of Medication

PATIENT INFORMATION	

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Medication / Hospitalization Summary (continued)

Current Medications Name of Medication Dosage _____ Time of day ____ \(\text{AM} \) PM Name of Medication _____ Dosage _____ Time of day ____ \(\text{AM} \) PM Name of Medication _____ Dosage _____ Time of day ____ \ AM \ PM Name of Medication _____ Dosage _____ Time of day ____ \(\text{AM} \) PM Name of Medication Dosage _____ Time of day ____ \(\text{AM} \) PM Name of Medication Dosage _____ Time of day ____ \ AM \ PM Name of Medication Dosage _____ Time of day ____ \(\text{AM} \) PM Name of Medication

Dosage _____ Time of day ____ \(\text{AM} \) PM

Dosage _____ Time of day ____ DM DM DOSAGE