

California Sleep Labs

Over-Night Sleep Study Patient Information and Instructions

Dear Mr/Mrs/Ms. _____

You have been scheduled to have an overnight sleep study on

Date _____ Hook-Up Time _____

Please note: There is a \$250 cancellation fee if you cancel or reschedule with less than 72 hours prior notice. Please contact Marieline Fouche at 650-462-3178 (8:30am -4:30pm) if you would like to cancel or reschedule your sleep study. If she does not answer the phone please leave her a voicemail message.

LOGISTICS

We are pleased to be able to conduct your sleep study at one of the finest hotels in the bay area, the **Four Seasons Hotel** in Palo Alto. The **Four Seasons Hotel** is world renowned for its service, amenities, and comfort. You will check in at the front desk of the Four Seasons as if you were checking into the hotel. In order to ensure the highly level of confidentiality the staff will not necessarily know that you are a patient and having a sleep study done at the hotel. The desk staff will have your name and a room assignment ready for you. Please do not call the hotel to cancel or reschedule your sleep study. You must contact Marieline Fouche to cancel or reschedule a sleep study.

You will not be charged any fees for your room, but a credit card will be required by the hotel for any incidentals during your stay including use of the mini bar, room service, pay for view movies, spa services, the restaurant, extended stays, etc. Any charges outside of the room are your personal responsibility.

You may check in at the hotel as early as early as 3pm on the day of your study. While not mandatory, we encourage you to relax and enjoy the amenities at the hotel such as the spa or the restaurant prior to your study. However, you must be in your room and in your sleep study attire by the time noted above. The sleep technologist will meet you at your room and get you prepared for the study. The sleep study will be completed by 7am in the morning. You may continue to enjoy the use of your room until 12pm. Please check out of the hotel at the front desk after 12pm.

Should you so desire a safe is available in your room for your wallet and small valuables.

THE SLEEP TECHNOLOGISTS

One of our highly trained, registered sleep technologists will be administering your sleep study and will be in an adjacent room for the duration of the night to ensure the best study results. The technologist will be meeting you in your room to get you connected to the sleep study equipment and help you understand what to expect for the night. You can expect the technologist to be setting up equipment in your room starting as soon as 7:30pm. This means the technologist will be in your room prior to your hook-up time.

It is very important that you are ready at your stated hook-up time above. This means you must have your hair washed, dry, and free of any hair products, remove any make-up, and be dressed in your two pajama set or sweats by your hook-up time.

Of note, the technologist will have a key to your room. The sleep technologist will need access to your room during the entire night in case of emergency or to make routine adjustments that may be needed during the study. Also, you will be videotaped during the study to monitor your sleeping patterns and also for your safety. In the morning, around 6am, the sleep technologist will wake you up and help you get unhooked from the equipment. The sleep technologist will not be able to give you any information about your sleep study. Your results will be given to your sleep physician who will go over them during a follow-up appointment.

The sleep technologist will have a pager number. Please give your family the pager number should there be any family emergencies you need to be notified about during your study. Again, this number should be reserved for emergencies only.

Most of our sleep technologists are all males at this time. If for any reason you are uncomfortable about this please let Marieline Fouche know immediately so we can find another option for your sleep study.

Sleep Technologist Emergency Pager Number: 650-378-9061

ABOUT THE SLEEP STUDY

The sleep study is called a polysomnogram. The sleep study will record brain waves and eye movements, your respirations and oxygen levels, heart rate and leg movements. We are using state-of-the-art wireless equipment. You will be recorded on video while you sleep. You will be attended to by a Registered Sleep Technologist. The technologist will also have a key to your room in case of emergency. The test will be completed by 7am in the morning. You may continue to enjoy the use of your room until 12pm.

THINGS YOU SHOULD KNOW BEFORE ARRIVING

- Any charges outside of the room charge will be your personal responsibility. The Four Seasons will require a credit card and ID to cover any potential incidentals.
- You should eat dinner before your scheduled sleep study time. Of course, you may check into the hotel at 3pm and use room service or dine at their restaurant. Again, if you choose to use any hotel services, including any pay for view movies, your personal credit card will be charged.
- If you take routine medications or prescribed something to help you sleep during the study, please bring these medications with you, we will not be able to provide any outside medications.
- For the best study results, we encourage you to be moderate about your consumption of alcohol and caffeine.
- If you currently use CPAP, you will need to stop 1 day prior to your sleep study.
- To ensure the best results please do not have family or friends call you in your hotel room once the sleep study has started.
- Shower and wash your hair before coming to the laboratory. Do not use cream rinse, gel or hair spray. Refrain from using make-up, face cream, body lotion and fingernail polish. **Please no hair products, wet hair, no nail polish.**

- If you are excessively sleepy, please have someone drive you to the sleep laboratory in the evening and back to your home after the test in the morning.
- If you are running a fever above 100 degrees, have a rash, significant congestion, or feel too ill to conduct the study please notify your sleep coordinator **immediately**.
- Please keep valuables at home or in the safe which is available in your room.

THINGS YOU MUST BRING

- Personal toiletry items
- Any special sleep needs such as medications, special pillow, etc...
- 2 piece pajamas or sweats, robe and slippers
- Change of clothes for next day
- Credit Card for Incidentals and ID

HOTEL LOGISTICS SUMMARY

Address: 2050 University Avenue, East Palo Alto, California, U.S.A. 94303

Telephone: (650) 566-1200 (Please do not have family or friends call you during the sleep study)

Website: www.fourseasons.com/siliconvalley/

Check In Time: 3pm

Check Out Time: 12pm

Parking is free and available just outside the hotel or in the garage.

Directions from San Francisco

- Travel south on Highway 101 for 30 miles to University Avenue exit
- Turn left onto University and take first right onto Woodland
- Turn right into Hotel entrance at first light

I understand the instructions that have been provided in this document and by the sleep coordinator:

Patient Signature

Date

Witness

Date

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