



BLOCK BOOKING GUIDELINES AND FAQs

- A written request must be submitted to the Director of Surgery for block time. This includes changes in current block times.
- Surgeons are expected to fill their block time before scheduling in the first come, first serve schedule.
- Blocks will be released at 48 hours prior to day of block if not utilized.
- **Physicians are requested to notify the scheduling office 3 weeks in advance of block time to release their block for meetings or vacation. If notification is not received, the unused block will be counted in the block utilization for the month.**
 - If utilization is less than 25%, block will be lost
 - If utilization is 26% to 75%, a reduction in block may occur or combined with another surgeon or group. These changes are based upon the actual block time and the demand for scheduling for this slot.
 - If utilization is greater than 76%, the block will remain the same or contact the surgeon for possible additional block time needs