



A Teaching Affiliate of the University of Miami Miller School of Medicine

### ***Surgical Scheduling and Patient Pre-Admission Visit Guidelines***

- *Scheduling Office hours are Monday through Friday, 8:00 am to 5:00 pm*
- *OR Scheduling Office phone: 561-548-3641*
- *Please have the following information readily available when scheduling cases:*
  - *Patient full name*
  - *Patient SS #*
  - *Date of birth*
  - *Patient Insurance Information*
  - *Patient phone number*
  - *Physician name & Procedure*
  - *Start time requested*
  - *Patient location (i.e. coming from home, nursing home, or inpatient)*
  - *Any special equipment the physician will need for the procedure*
  - *Company name if any implants, etc are needed and verification that they have been notified. **It is the responsibility of the physician office to schedule any outside vendors needed for the procedure (i.e. orthopedic, gamma, pacer reps, etc).***
- *The patient will be scheduled for a Pre-Surgical Testing visit at the time the procedure is scheduled. This is generally 5-7 days prior to the procedure.*

**Some Additional forms included for Physician Review:**

Note: *CPOE – Computerized Physician Order Entry*

- **Anesthesia Guidelines:** outlines testing requirements by the anesthesia department. **Use as a guideline for ordering testing for your patients.** Additional tests may be ordered at the Pre-Surgical Testing appointment or Day of procedure.
- **Type & Screen/Crossmatch Guidelines:** Guidelines on which procedures may need a type & Screen or a type and crossmatch for blood products

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