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:
  
  o Patient full name
  
  o Patient SS #
  
  o Date of birth
  
  o Patient Insurance Information
  
  o Patient phone number
  
  o Physician name & Procedure
  
  o Start time requested
  
  o Patient location (i.e. coming from home, nursing home, or inpatient)
  
  o Any special equipment the physician will need for the procedure
  
  o 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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