GENERAL SURGICAL SCHEDULING
GUIDELINES & INFORMATION REQUIRED

NOTE: 2nd & 4th Tuesday of the Month ONLY - OR cases start at 0830

INFORMATION REQUIRED
(Please Review Patient’s Chart Prior to Scheduling)

___ Patient’s Date of Birth (cannot take a booking without this)
___ Date Request - must include Month and Day of the week
___ Pertinent medical facts (e.g., Diabetes, Hypertension, Obesity, Cardiac History, etc)
___ Does patient have a Latex Allergy?
___ Does surgery pertain to a “Left” or “Right”?
___ Prostate Cases Only - Date(s) of Seed Implantation (if applicable)
___ Special Supply Orders must be placed with Scheduling (if needed for surgery)

GENERAL GUIDELINES

___ **Surgical Scheduling will not take a booking without the patient’s Date of Birth**
___ All patients are required to have an ASA Class with the exception of outpatients done at Valley. Outpatients done at Luckow Pavilion also need an ASA class.
___ Time change for surgery - it is the Surgeon’s office’ responsibility to notify the patient
___ No Abbreviations please
___ Do not give patients OR/Surgical Scheduling phone number. Due to HIPAA regulations, Valley is not able to give out any information - the patient will be referred back to the surgeon
___ If you book a case, then cancel it, then want to re-book it, give Surgical Scheduling the original date - we will pick it up and drop it on the new date (saves a lot of time)
___ There is one (1) Cysto room at Valley (none at Luckow Pavilion)
Luckow Pavilion cases - time restriction is 90 minutes, Monday-Friday only.