

Preparing Your Patients for Surgery



Welcome to the Valley Hospital website designed for Surgical Scheduling. Whether you are scheduling surgery at our main campus in Ridgewood or at our Luckow Pavilion in Paramus, you will find valuable information and forms to assist you and your patients to plan ahead for their surgery.

- As per the *Valley Hospital Medical Staff Rules and Regulations*, it is the responsibility of the surgeon's office to make sure all necessary **pre-operative testing is complete and paper work is faxed to the Pre-surgical Screening Department no later than 48 hours prior to the day of elective surgery.**
- We rely on your office to instruct the patient if they will need any testing based on the ASA classifications. Please review the **ASA Classifications** and the **Guidelines for Patient Selection at the Luckow Pavilion.** These guides will help you to determine a patient's classification prior to scheduling for surgery, and to assist with *instructing your patient* to have the required testing done.
- Patients can have their **pre-admission testing (PAT)** done at the Pre-surgical Screening Department within 30 days of their surgery if not being done at their Primary Care Physician (PCP) or outside lab. Please make it clear to patients requiring a medical consultation (M/C) that we *do not* perform a M/C at the PAT visit, because that is done by a *physician*. We can do LABS, EKG, and a CXR if required.
 - The **Pre-surgical Screening Department** is located at the Luckow Pavilion, One Valley health Plaza, Paramus, NJ. Please ask your patients to call 201-634-5315 Monday through Friday between 8:00 a.m. and 4:30 p.m. for an appointment if they need their PAT done through Valley Hospital.
 - **PAT hours are Monday through Friday 7:00 a.m. to 5:00 p.m.**
 - Many orthopedic, abdominal and gynecology cases need a **type and screen (T&S)** lab test to comply with the Valley Hospital Surgical Blood Order Guidelines. **Per Blood Bank Rules this testing can only be done by Valley Hospital and within 9 days of the day of surgery.** NOTE: GYN patients who are pregnant, had a miscarriage, abortion, or patients who have had a blood transfusion within the previous 3 months must have their T&S drawn no sooner than within 2 days of their day of surgery due to the formation of antibodies.
 - Patients going to their medical physician before surgery are going for a "medical evaluation" (medical clearance) to ensure optimization for anesthesia and surgery. **A prescription is NOT an acceptable legal form of a medical consult.** The primary care physician may use Meditech or his or her own EMR to document the consult. Consults must be faxed to MMF (866-616-1891).

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- Also included on this website is a **PCP form letter** you can address to the patient's PCP from your surgeon requesting the medical consult and PATs be done. It was designed so you may copy and print it out on your letterhead if desired, or request this letter be emailed to you so that you can customize it with your office information.
- **Please have all lab work, EKG, medical consultation(s), surgeon's H&P, and consent faxed to 866-616-1891 or dictated at least 48 hours prior to the surgical date so the anesthesiologist may review the chart and a hard copy chart be ready for the patient the night before their arrival.**
 - This fax number 866-616-1891 is a centralized location referred to as "MMF" or My Medical Files where all testing results and consults are compiled and accessible to the Valley Hospital Chart Coordinators. Your office can also have access to MMF for your patients' files. Please contact 201-634-5329 to assist you with that process.
 - If you need to find out if we have received all testing information, please call our Chart Coordinators at 201-634-5582 Monday through Friday, 8:00 a.m. - 4:30 p.m. However, we encourage you to become connected to the MMF system to share access with the Valley Chart Coordinators who have the undaunted task of compiling electronically as well as making hard copy charts for all Valley Hospital surgical patients.
- We do not pre-certify or pre-authorize any procedures. The insurance process begins at your surgeon's office. The Valley Hospital Pre-registration staff will be calling patients to document their demographics and insurance information, as well as answer any questions or concerns regarding insurance benefits and their financial responsibility.
- The patient will receive a call the day before the scheduled date of surgery (DOS) between the hours of 4 p.m. and 6 p.m. to confirm their time of arrival. Due to patients becoming ill, or your surgeon adding or cancelling cases, **the surgical time is not definite until the evening prior to the DOS. Please do not instruct patient on operating room or arrival time for this reason.**
- Strictly local patients are asked to arrive 30 minutes prior to their procedure, anesthesia patients for the main OR are asked to arrive 2 hours before their surgical time. Luckow Pavilion patients should arrive 1 hour before their surgical time. If the patient needs a prep they will arrive 1 ½ hours before. If the patient is scheduled for Enhanced Recovery After Surgery (ERAS), they should arrive 2 ½ hours before their procedure.
- All patients must have a responsible adult age 18 or older to drive them home. A taxi driver does not meet these criteria unless the patient is also accompanied by a friend or family member.
- Pediatric tours can be scheduled by calling 201-634-5315.

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