

Preparing your Patient for Surgery at The Valley Hospital

Ensuring a smooth preoperative course to provide safe
and efficient care

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PAT orders

- * PAT testing is provided at the Luckow Pavillion Monday through Friday from 7am-5pm.
- * There is no charge for testing to be done here it is part of the surgical process.
- * If you send your patient to us for testing, a copy of the results will be forwarded to their medical doctor.
- * Sending PAT orders to MMF at the time of booking will greatly decrease the number of phone calls for orders.

Purpose of Pre-surgical Screening

- * The pre-surgical screening department is here to ensure our surgical patients are properly prepared to receive anesthesia.
- * The nurses and chart coordinators follow anesthesia and Medical Board policies to ensure the patient is optimized prior to receiving anesthesia.



High Reliability Organization

- * Valley has embarked on a journey to becoming a High Reliability Organization.
- * We have signed a Zero Harm Agreement
- * Collecting the appropriate time sensitive information will allow us to give safe care to our patients.
- * It is important for us to remember the patient may be facing one of the most difficult times of their lives it is our job to make them feel safe and confident in our care.

Before you schedule a case

Please visit valleyhealth.com/OfficeStaff on this site you will find valuable information to assist you in booking your case. All currently acceptable forms are located on the site or on MMF these include:

- * Consent form (updated 2017)
- * Medical Necessity forms
- * Lens Request form
- * Information for the patient regarding anesthesia and transfusion(Part of informed consent)

Before you schedule a case

- * Information on preparing the patient for surgery for the health care provider and for the patient
- * Patient selection for Luckow
- * Information for the MD seeing the patient for medical clearance (MC), MC form

Before you schedule a case

Please note the regulations regarding when information is due to PSS (48 hours prior to procedure) comes from your physician's Medical Board at The Valley hospital. The Medical Board and Dr. Yalowitz our Chief Medical Officer have agreed patients that are not prepared within the timeframe above should be rescheduled.

The PSS department does not make these requirements, it is a combination of JCHO and Anesthesia recommendations and requirements that drive how we prepare our patients.

Before you schedule a case

Please be sure when booking your case you have the patient's name as it appears on their legal ID, not their insurance card. Patients are registered with their legal ID per Registration and Health Information Management (HIM) regulations. When we have the incorrect name on file it causes problems finding information in MMF and in Meditech. Patients will **not** be registered for testing or surgery without a current valid ID. Insurance companies pull from a large database and use patient's name, date of birth and other identifiers to link their visit to the correct name.

Booking Your Case

Cases may be booked by:

- * Faxing the completed booking sheet to the Surgical scheduling office (preferred)
- * Calling the booking office
- * Please be prepared to provide all pertinent information on the booking form when you call
- * If any required information is missing your case will not be booked until the information can be provided.

Booking your case

- * Once all information is received the booking sheet will be faxed back to you with a confirmation.
- * Scheduling will work with you to provide the time you have requested ; however sometimes that is not possible. Regina, Jenn and Arlene will work with you to provide an alternate time if this occurs.
- * It is **imperative** that we have a patient's Height, Weight, and pertinent medical issues so we can plan the safest environment for the patient.

ASA Class Simplified

- * **ASA I** patients with no history of disease taking no meds with the exception of birth control, estrogen replacement or prophylactic aspirin
- * **ASA II** patients with mild to moderate disease either by the condition requiring surgery or pathophysiologic process, this patient is well controlled and activities are not limited by disease. Any patient on medication excluding birth control, acne and allergy medication. This includes children taking medications for ADD/ADHD



ASA Class Simplified

- * **ASA III** patients with serious systemic disturbance or disease which limits their activity in some way. Patients with more than one disease process and Morbid Obese (BMI >40) patients.
- * **ASA IV** Patients with severe systemic disease that is life threatening. This includes patients who have had a recent MI, have Pulmonary, Renal or Endocrine insufficiency. These patients can NOT be booked at Luckow

Block time

- * If your office or physician has block time with us at the Main or Luckow, please be aware of the release time.

Questions about booking cases



Required Documentation

All Patients

- * Surgical History and Physical (H&P)
- * Consent

Dependent on ASA Class and Comorbidities

- * Labs
- * EKG
- * Medical Clearance
- * Cardiac or Specialty Clearance

Surgical History And Physical

- * A surgical history and physical (H&P) is required for all surgical patients. As of 2016 it is required to be in electronic format. The H&P should address the patient's general health status , reason for surgery and the physician's plan.
- * This must be signed by the physician performing the procedure, dated and timed within 30 days of the planned procedure.
- * This may be an electronic record from your office or the physician may enter it in Meditech.
- * On the day of surgery this will be updated in Meditech by the physician.

Informed Consent to Surgery

- * Consent is required for all patients
- * The consent must be on the new form found in MMF
- * We require the consent is filled out with the patient and physician's name and planned procedure
- * We no longer accept consents that do not address blood transfusion. Yes or no must be selected N/A is not acceptable
- * Consent can be signed prior to but not required to be signed until the day of surgery

H&P and Consent

Because these are required for each patient and within the surgeon's control we **MUST** have these 48 hours prior to surgery or risk being rescheduled.

EKG

- * Required on ALL patients over the age of 50.
- * Required on ALL patients with a history of hypertension regardless of age
- * Required on any patient with a cardiac history
- * Must be within SIX months of surgery
- * Must be a LEGIBLE tracing not just a report



LABS

- * Required for patients with an ASA class of II, III, IV
- * Minimal Labs CBC and BMP
- * A urinalysis is no longer a requirement
- * Must be within 30 days of surgery

Medical Clearance

- * Must be comprehensive and address current issues and medications
- * Must be within 30 days of surgery
- * Must be signed, dated and timed
- * Should in some way address that the patient is medically cleared or “Acceptable risk” for the planned surgery.

Specialty clearances

- * May be requested by the surgeon or clearing medical doctor.
- * Must be timed dated and signed within 30 days of the procedure.
- * May be acceptable as medical clearance if it is comprehensive and states Patient is medically cleared or “Acceptable risk” for the planned surgery.

Patients with Cardiac Stents

- * It is imperative we are made aware if a patient has cardiac stents
- * Anesthesia requires these patients to stay on antiplatelet therapy
- * If the surgeon requires the therapy to be stopped it must be discussed with an anesthesiologist and documented or there is a risk of cancellation on the day of surgery.

MMF

- * Requires each scanned document have patient's name and date of birth on it
- * Must be legible
- * Contains forms that may be printed for use (ie: consent)