



The Valley Hospital Patient and Family Advisory Council has reviewed and approved this material to ensure that the patient and family perspective has been included.



223 N. Van Dien Avenue  
Ridgewood, NJ 07450-2736

Dear Patient and Family,

## Pre-surgery Patient/Family Responsibilities Checklist

Welcome to The Valley Hospital and thank you for choosing us for your care. Whether you are having surgery at our main campus in Ridgewood or at our Luckow Pavilion in Paramus, we are prepared and ready to serve you and your family. It is very important that you read and follow all the pre-surgical instructions ahead of time. Also, please review the instructions given to you by your surgeon. On receipt of this letter, a few important items need your attention:

Please go to The Valley Hospital website, [www.ValleyHealth.com/surgical\\_services.aspx](http://www.ValleyHealth.com/surgical_services.aspx). View the information on the left under **Preparing for Your Surgery** on the left. **Audio recorded pre-operative instructions** can be accessed by dialing 201-634-5737.

Once surgery is scheduled, you or your family are responsible for completing certain tasks. **Please call your surgeon's office for assistance in completing these tasks.**

If you have any questions, please call your surgeon's office or the Pre-surgical Screening Department at 201-634-5678.

- Verify with your insurance carrier that the surgery has been pre-certified by the surgeon's office.
- **Verify with your surgeon's office if you will need a Medical Clearance Consult. Your Medical Clearance Consult must be conducted within 30 days of your procedure.**
- Your Medical Clearance Consult **MUST** be faxed by your physician no later than **two (2) business days** prior to the day of surgery to your surgeon's office.
- Prior to surgery, you will be contacted by a registrar to review your personal information. The name you provide us **MUST** match your driver's license or government issued ID. The registrar will also review your insurance information.

A registered nurse will attempt to reach you to review your medical history and record any medications you take.

- **You will receive a telephone call the evening before your surgery by 6 p.m. to confirm your *time of arrival*. Please be on time.** If this call does not come through or your message is not clear, you may call 201-447-8350 *after* 6 p.m. the night before your surgery. *Please do not call that number before 6 p.m.*
- Schedule your pre-admission testing, if needed. The following list includes several tests but not all of them may be required for your surgical procedure. Consult your surgeon's office to determine which items are required for you. We recommend, for your convenience, that you have all your pre-admission testing, except for your medical consult, performed at the Pre-surgical Screening Department in the Luckow Pavilion. The address is listed below. All tests **not** completed at the Luckow Pavilion must be faxed by your physician no later than **two (2) business days prior to the day of your surgery.**
  - Blood work (if necessary)  
Valid for 30 days (prior to scheduled surgery date)
  - Cardiogram (EKG) (if necessary)  
Valid for 6 months (prior to scheduled surgery date)
  - Type and Screen (blood typing) **must be done at the Luckow Pavilion**  
within seven (7) days of your surgery (if necessary).
  - Medical Clearance Consult (if necessary)  
Valid for 30 days (prior to scheduled surgery date)

**Pre-surgical Screening Department, The Robert & Audrey Luckow Pavilion  
One Valley Health Plaza, Paramus, NJ 07652**

For an **appointment**, call: 201-634-5315 Monday-Friday 8 a.m. - 4:30 p.m.  
For **questions or concerns**, call: 201-634-5678 Monday-Friday 9 a.m. - 5 p.m.

If you receive paperwork from an outside specialist, please send the paperwork to your surgeon as soon as possible.

***\*\*Please confirm with your surgeon's office if your procedure will be at our main campus in Ridgewood or at our Luckow Pavilion in Paramus.\*\****

**The Valley Hospital (main campus)  
223 North Van Dien Avenue  
Ridgewood, NJ 07450-2736**

**The Robert & Audrey Luckow Pavilion  
One Valley Health Plaza  
Paramus, NJ 07652**