

## OGHS Surgery Process Checklist

Step	Process Description
1	<b>Determine date of procedure.</b>
2	<b>Physician office staff reviews risks, benefits and alternatives with patient and consent is signed.</b>
3	<b>Worker's compensation - Case must be approved and pre-certified by adjuster prior to scheduling procedure.</b>
4	<b>Medicaid - PCP referral must be obtained from primary care physician and copy sent with patient to hospital.</b>
5	<b>Medicare - OGHS must screen patients for medical necessity for any services. OGHS may contact physician office for additional information. If the test offered does not meet Medicare's coverage criteria, the patient will be asked to sign an Advance Beneficiary Notice (ABN) that requires patient to pay for services out of pocket.</b>
6	<b>Self pay or no insurance - Arrangement must be made with Business Office (948-5198) and Anesthesia Associates (948-5120) prior to scheduled date of surgery.</b>
7	<b>Physician office staff performs Insurance Pre-Certification of procedure.</b>
8	<b>Call Surgery Department at 948-5193 to schedule procedure.</b>
9	<b>Fax the following to Central Scheduling @ 943-7109:</b> <ul style="list-style-type: none"> <li>a) Completed Central Scheduling Checklist (CSC01)</li> <li>b) Copies of insurance cards, front and back</li> </ul>
10	<b>Physician individualizes standing surgery orders for patient and indicates patient status (inpatient or outpatient).</b>
11	<b>Office staff arranges for visit to Primary Care Physician to provide medical clearance for surgery, if indicated. Must include cardiac clearance and recent pacemaker/AICD evals, if applicable.</b>
12	<b>Physician office staff provides Patient Education regarding procedure and medications to be held.</b>
13	<b>Physician office staff provides the patient with the following: (Physician office retains copy.)</b> <ul style="list-style-type: none"> <li>a) Original Surgery Orders with Date of Procedure</li> <li>b) Original Dated History and Physical</li> <li>c) Original Signed and Dated Consent</li> </ul>
14	<b>Instruct patient to go to OGHS admissions for workup and education at least 3 days prior to scheduled procedure. Patient should allow 1 - 2 hours for the process and must bring the following:</b> <ul style="list-style-type: none"> <li>a) Completed order sheet</li> <li>b) Completed H&amp;P</li> <li>c) Completed surgical consent</li> <li>d) Insurance information</li> <li>e) Home medications list</li> <li>f) PCP referral</li> <li>g) Advanced directive, if applicable.</li> <li>h) Cardiac clearance and recent pacemaker/AICD eval, if applicable.</li> </ul>