

# LOWRY SURGERY CENTER

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## Preadmission Patient Notification Help Guide

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Effective May 18, 2009, Lowry Surgery Center is **required** to provide every patient with verbal and written information prior to the date of the procedure. The following is a guide for assisting the physician offices in this communication so that there is no disruption to the patients scheduled for surgery:

### Written Notification:

1. All Patients scheduled for surgery at Lowry will receive a Preadmission Patient Notification Form in the mail if they scheduled for surgery ***at least three days prior to the procedure.***
2. Patients scheduled with ***less than three days notice*** will need to receive the Preadmission Patient Notification Form ***from the physician's office.*** A signature line has been added. Please have the patient sign and then fax the notification form, along with the scheduling request to Lowry Attn: Scheduling – 303.366-5657.
3. Same Day Surgery: Lowry Surgery Center cannot perform surgery for a patient the same day that the patient is seen in the Physician's office, ***unless*** they have received the Preadmission Patient Notification Form AND received verbal information prior to the date of the procedure. Repeat patients to Lowry Surgery Center have already received this information and therefore can be considered as having already received the information and can be scheduled for a same-day procedure.
4. Weekend Add-Ons: If you see a patient in the office over a weekend and wish to add them to the schedule for Monday, they must receive the Preadmission Patient Notification form. Instruct them to call the phone number on the form 303-261-3080 to listen to the verbal message.

### Verbal Notification:

1. All Patients scheduled for surgery at Lowry will receive the Preadmission Patient Notification by telephone if they are scheduled up to 4:00 p.m. the day before their surgery.
2. Patients schedule after 4:00 p.m. the day before their surgery must be instructed to call the telephone number on the Preadmission Patient Notification form 303-261-3080 to listen to the message.

***If your patient does not receive the Preadmission Patient Notification form and does not receive the information in verbal form prior to the day of surgery, we are federally mandated to cancel the patient's procedure.***

If you have any questions regarding any of this information please don't hesitate to call Lowry Surgery Center at 303.366-5656. Thank you for your assistance in complying with this new ruling!