

Pre Op Documents Procedure

The aim of this process is for the surgical coordinators to store and share pre-op related documents with the ASC via a network file so they can be uploaded into the Amkai charts.

Procedure:

When a surgery is booked by a coordinator, they will create a new folder in the network shared drive: **ONS2ASC / [surgery date] / [patient name]**.

If the pre op is done in Greenwich:

Once the PA completes the Pre Op exam, they place the paperwork; Pre Op orders, H & Ps and Consents in the clear plastic bin in the 1st floor MD area labeled **Pre-ops**. The documents are to be picked up several times a day. If surgery is for the next day, the PA should call the medical records department to come pick up the paperwork right away. The medical records department scans the documents and saves them directly to folder that was created by the coordinator on the shared drive; ONS2ASC. The ASC team has access to all the documents in the ONS2ASC shared drive.

Note: If the surgery is an add-on for the next day, the PA should call the Medical Records office and tell them they have paperwork for a next day surgery. The Medical Records staff member will come pick up those documents and expedite.

Evals: Instead of printing the Pre-Op Eval from the CPS chart, open the document and click on the save icon at the top of the page and then select the patient's folder under the surgery date in the ONS2ASC folder.

Office Notes: For office notes and MRI reports, highlight the note and right click to copy. Then open the document marked Blank Stationary and paste the note into the document. Save as: Patient name, Office Note or MRI report, and date - to the patient's folder. If there is an ONS heading, there is no need to paste onto the stationary and you may paste onto a blank word document and save the same way.

For Pre Ops done in the Stamford office:

Pre Op orders, Consents and H & Ps should be scanned to Glenda (remember to select 2-sided scanning, via the folder marked Pre Op on the Printer/Scanner. All other processes will be the same as for Greenwich office. Next day surgeries should be called in to medical records staff and then faxed directly to 203-661-1127.