

Surgery Scheduling Checklist

**Fax these completed items at least 7 days prior to your surgery
Fax 310-900-2774**

- ✓ Surgery/Admission booking form, list the procedure
- ✓ Pre-op surgery orders
- ✓ Insurance authorization for surgical procedure
- ✓ Sterilization consent as needed, following insurance protocol/rules for tubal ligation, vasectomy and hysterectomy
- ✓ Patient's correct phone number, include cell, home and other contact information, if possible
- ✓ Patient's ID with photo
- ✓ H&P within one month of date of surgery
- ✓ Results of Lab, ECG, CXR ordered
- ✓ Medical and/or cardiac clearance, as needed
- ✓ Any special medications, instruments, equipment, implants or representatives needed, etc.
- ✓ Any special needs such as type and screen, type and cross

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| • Fax documents to scheduling office | Fax: | 310-900-2774 |
| • Scheduling office | Phone: | 310-900-2737 |
| • To schedule pre-op with pre-anesthesia testing in the pre-op clinic | Phone: | 310-900-8885 |
| • Information desk, surgery staff | Phone: | 310-900-2727 |