

EMORY HEALTHCARE

(Patient Label)

MANDATORY - All Highlighted areas. If not complete, case will not be scheduled

OR SURGERY – DOWNTIME SCHEDULING REQUEST

Please fax this form to the appropriate location:

ASC: 478-329-3454

WR: 478-975-5229

WR Endo: 478-322-4886

WR Outpatient: 478-975-6908

Perry OR: 478-218-1748

Pain: 478-329-3350

Patient Information: (Name must match that on their license/passport)

Patient Last Name:		Patient First Name:		Middle:
DOB:		Gender:		
Home Address:				
City:	State:	Zip:		
Home Phone:	Cell:	Work:		

General Information

Date of Service:	Time:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Outpatient	Inpatient	Surgical Admit
Surgeon:		Assisting Surgeon (same specialty as surgeon):		
Additional Surgeon (Different Specialty than others):		Additional Surgeon (Different Specialty than others):		

Procedure Information:

ICD 10 Codes:

CPT CODE (PRIMARY, SECONDARY, ETC.)	CPT/Procedure Description	Laterality:			
		Left	Right	Bil	N/A
		Left	Right	Bil	N/A
		Left	Right	Bil	N/A
		Left	Right	Bil	N/A

Expected Surgery Length:		Fluoro / C-Arm Needed:
		YES NO
Special Needs, Comments & Instructions – Positioning / Request for Instruments and Equipment / Anesthesia Type / Acuity (Time-Based):		

Is a Hospital Bed Required? (Circle one)

ICU Bed Required	Non-ICU Bed Required	No Bed Required
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Effect on Short-Term Delay on Outcome? (Circle one)

Minimum Risk to Patient	Moderate Risk to Patient	High Risk to Patient
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In-Person Pre-Admission Testing Needed? NO? YES?- place date and time below. (If so, then Guidelines can be Requested Through Schedulers.)

Desired Date:	Desired Time:

Billing Type:

<input type="checkbox"/> Fully Cosmetic	<input type="checkbox"/> Partially Cosmetic	<input type="checkbox"/> Other Billing (See Below)
Billing Comments:		

Physician's Signature:	Date:

IS THIS A MULTI-SURGEON CASE? Yes / No

If yes, then each surgeon MUST complete this scheduling form. The forms MUST be sent in together. Why? If sheets come in separately, it will look like two different cases and be posted as two different cases. When the other surgeons request comes in, we may not have enough time on the schedule to add the next procedure.]

What is the Total Length of the Case for All Surgeons Times Combined?