

<b>Title:</b> Surgical Procedure Scheduling After 2200 Hours by Central Processing	<b>Document #:</b> 5962 <b>Version:</b> 1
<b>Facility:</b> St. Charles Bend	<b>Page 1 of 5</b>
<b>Owner:</b> Roberts, Andrew, Manager Central Processing	<b>Effective Date:</b> 03/31/2016

## Policy/ Purpose:

Provide basic information that translates into the correct EHR preference card when non-clinical Central Processing staff schedule surgical procedures after 2200 and before 0630 hours.

## Definitions: *(Definitions of acronyms or specialized terminology)*

CP = Central Processing Staff  
EHR = Electronic Health Record  
ENT = Ear, Nose, Throat  
GYN = Gynecology  
HS = House Supervisor

## Instructions:

### Cases Scheduled After 2200:

Surgical procedures that are scheduled after 2200, and before 0630, are input into Paragon by Central Processing staff. Often, CP staff is given basic information and then “translates” it into the correct preference card. This staff has little or no clinical experience.

Some of the problems that have arisen in the past for CP staff: Being asked to schedule an AAA. Case pulled as Abdominal Aortic Aneurysm, but what was actually needed; Ascending Aortic Aneurysm. Being asked to schedule an ORIF of the Femur and then having to make several calls to ascertain distal v proximal, rodding v plating.

The House Supervisor (HS) team has offered to work with the scheduling Physician to give CP staff the exact procedure name that exists within Paragon. The HS will have a “master” list that contains the common surgical procedures for all services. When you call the House Supervisor to schedule a procedure, they will read-back the Paragon preference card name that best matches your request.

The following list is not indicative of all your possible procedures. This list represents the most common procedures that have been performed in your service between 2200 and 0630 for the last five years.

**OPEN HEART:**

BYPASS CABG  
THORACOTOMY  
REPAIR ANEURYSM THORACIC ASCEND - Doctor may say that she/he wants to do a supine sternotomy  
REPAIR ANEURYSM THORACIC DESCEND - Doctor may say that she/he wants to do a lateral aneurysm  
repair  
STERNOTOMY  
I AND D WOUND CLOSURE STERNUM  
RETURN FOR BLEEDING HEART

**GENERAL:**

APPENDECTOMY ADULT LAPAROSCOPIC  
APPENDECTOMY ADULT OPEN  
APPENDECTOMY PEDIATRIC LAPAROSCOPIC  
APPENDECTOMY PEDIATRIC OPEN  
CHOLECYSTECTOMY LAPAROSCOPIC  
CHOLECYSTECTOMY OPEN  
LAPAROSCOPY DIAGNOSTIC  
LAPAROTOMY EXPLORATORY - Use for Colon Resections, Lysis of Adhesions, Small Bowel Resections  
LAPAROTOMY EXPLORATORY TRAUMA - Use this card if Doctor wants to schedule a SPLENECTOMY  
LAPAROTOMY EXPLORATORY PEDIATRIC  
TRACHEOSTOMY  
THORACOTOMY

**UROLOGY:**

CYSTOSCOPY ADULT  
CYSTOSCOPY ADULT EVACUATION HEMATOMA  
CYSTOSCOPY PLACE URETER STENT  
CYSTOSCOPY RETROPYEOLOGR URETERAL STENT  
CYSTOSCOPY URETEROSCOPY  
I AND D SCROTUM  
ORCHIOPEXY ADULT  
REPAIR BLADDER RUPTURE  
REPAIR FRACTURE PENIS  
REPAIR TORSION TESTICLE

**NEURO:**

CRANIOTOMY ANEURYSM CLIPPING  
CRANIOTOMY BURR HOLES  
CRANIOTOMY CEREBROSPINAL FLUID LEAK  
CRANIOTOMY DEPRESSED SKULL FX PEDS  
CRANIOTOMY EMERGENCY  
CRANIOTOMY SUBDUR EPIDUR HEMATOMA ADLT  
CRANIOTOMY SUBDUR EPIDUR HEMATOMA PEDS  
DECOM FORAMIN LAMI THORACIC LUMBAR

**NEURO:**

DECOMPRESSION FORAMINOTOMY CERV POST  
FUSION POSTERIOR CERVICAL C1 C2  
I AND D ANTERIOR CERVICAL  
I AND D HEAD OR STATUS POST CRANI  
I AND D POST CERVICAL LUMBAR THORACIC  
I AND D TRUNK  
INSERTION SHUNT VENTRICULO PERITONEAL  
ORIF ODONTOID W SCREW ANTERIOR  
VENTRICULOSTOMY

**GYN:**

DILATION AND CURETTAGE  
EVACUATION ECTOPIC PREGNANCY SCOPE  
LAPAROSCOPY DIAGNOSTIC  
LAPAROTOMY EXPLORATORY

**ENT:**

BRONCHOSCOPY ADULT  
BRONCHOSCOPY PEDIATRIC  
EPISTAXIS NOSEBLEED COAGULATION  
I AND D HEAD NECK  
LARYNGOSCOPY  
LARYNGOSCOPY DIRECT ESOPHAGOSCOPY  
REPAIR FACIAL LACERATIO  
TONSILLECTOMY  
TRACHEOSTOMY TRACHEOTOMY

**EYE:**

EXCISION LESION REPAIR LACERATION LID  
EUA WITH INJECTION  
REPAIR GLOBE RUPTURE  
VITRECTOMY POSTERIOR 25g

**ORTHO:**

AMPUTATION EXTREMITY LOWER-*there is also a procedure for "Amputation trans metatarsal, foot or toe"*  
AMPUTATION EXTREMITY UPPER  
EXTERNAL FIXATION ANKLE-*For any external fixation procedures, if there's a chance of ORIF, schedule the ORIF only*  
EXTERNAL FIXATION ELBOW-*For any external fixation procedures, if there's a chance of ORIF, schedule the ORIF only*  
EXTERNAL FIXATION FEMUR-*For any external fixation procedures, if there's a chance of ORIF, schedule the ORIF only*  
EXTERNAL FIXATION HUMERUS-*For any external fixation procedures, if there's a chance of ORIF, schedule the ORIF only*  
EXTERNAL FIXATION PELVIS-*For any external fixation procedures, if there's a chance of ORIF, schedule the ORIF only*

**ORTHO:**

EXTERNAL FIXATION TIBIA-For any external fixation procedures, if there's a chance of ORIF, schedule the ORIF only

EXTERNAL FIXATION WRIST-For any external fixation procedures, if there's a chance of ORIF, schedule the ORIF only

FASCIOTOMY LOWER EXTREMITY

FASCIOTOMY UPPER EXTREMITY

I AND D EXTREMITY LOWER- There is another procedure for I & D knee s/p arthroplasty, if patient has a total knee

I AND D EXTREMITY UPPER

INSERTION NAIL FEMUR- If surgeon says Trochanteric femoral nail, schedule as "Insertion Nail Trochanteric"

INSERTION NAIL FEMUR RETROGRADE

INSERTION NAIL HUMERUS

INSERTION NAIL TIBIA

INSERTION NAIL TROCHANTERIC

INSERTION NAIL UNIVERSAL PEDIATRIC

ORIF ANKLE

ORIF CALCANEUS

ORIF CLAVICE

ORIF ELBOW PINNING

ORIF FEMUR DISTAL-Schedule this if surgeon days "distal femur" or "supracondylar femur"

ORIF FEMUR PROXIMAL

ORIF FOOT

ORIF HAND WRIST FINGER

ORIF HIP- schedule this for a "hip pinning" or if they request 7.3 cannulated screws

ORIF HIP DHS-Schedule this if they request the DHS set

ORIF HUMERUS DISTAL

ORIF HUMERUS PROXIMAL-if surgeon says "ORIF proximal humerus", and requests a humeral nail, schedule "Insertion Nail Humerus"

ORIF PATELLA

ORIF PELVIS- This card will cover ORIF acetabulum, iliac wing, ramus, symphysis pubis and SI joint

ORIF RADIUS ULNA

ORIF TIB FIB PLATEAU

ORIF TIBIA FIBULA DISTAL

ORIF TIBIAL PLATEAU

REPAIR NERVE TENDON HAND

**PLASTICS - MAXFACE AND DENTAL:**

APPLICATION MANDIBLE MAXILLA ARCH BARS

EXTRACTION DENTAL

I AND D FACE

ORIF MALAR ORBIT ZYGOMA

ORIF MANDIBLE

ORIF MAXILLA

**PLASTICS:**

DEBRIDEMENT BURN  
DEBRIDEMENT WOUND  
EVACUATION HEMATOMA BREAST  
REPAIR FACIAL LACERATION

**VASCULAR:**

ANESTHESIA GENERIC ANGIO - Places a case in ORM but is basically a blank card so the nurse can chart on it. Techs do all their own charges.  
EMBOLECTOMY BRACHIAL = arm  
EMBOLECTOMY FEMORAL= leg  
ENDOVASCULAR REPAIR OF ANEURYSM - Endovascular repair of AAA (Abdominal Aortic Aneurysm)  
FASCIOTOMY LOWER EXTREMITY - Can be used for I & D  
FASCIOTOMY UPPER EXTREMITY - Can be used for I & D  
REPAIR ANEURYSM ABDNOMINAL AORTA - Open repair of AAA

**OTHER:**

PROCUREMENT ORGAN ABDOMEN  
PROCUREMENT ORGAN CHEST AND ABDOMEN

**References:** *(Documents or Regulatory Requirements to which this document refers or links within Document Library, or other sources from which the document was created.)*