

Preparing a Patient for Surgery at St. Charles

WHAT	DETAILS
<p>History & Physical (H&P) (within 30 days of surgery)</p>	<p>Please send the most recent H&P/note so that the team can prepare.</p> <p>H&Ps are required within 30 days of the date of surgery. Please provide this documentation as soon as you have it, at minimum 7 days prior to case. This allows Pre-Surgery Clinic & Anesthesia adequate time to review and assess the patient for any further testing. Please DO NOT wait to send documentation until the day before surgery. This does not allow for adequate preparation of the patient.</p> <p>If the patient will not be seen within 30 days of surgery, the provider will need to write a full H&P on the day of surgery.</p> <p>For patients initially seen outside the area, the H&P from that external encounter should be submitted for review. A full H&P, by an SCHS privileged provider, must then be written on the day of surgery. Unless clinically indicated, there is no need to bring these patients in for a pre-op appointment to complete this paperwork.</p>
<p>Interval Update</p>	<p>When an H&P within 30 days has been provided, the provider will need to write an interval update on the day of surgery. After examining the patient, they can refer to the H&P that is within 30 days, and either note any changes or note no changes.</p> <p>If the H&P is greater than 30 days old, an update is not sufficient and the provider must write a full H&P on the day of surgery.</p>
<p>Pre-Op Orders</p>	<p>Pre-Op ordersets are available for providers in Epic. The orders will generally include patient class, code status, labs if indicated, and any applicable pre-medications (i.e. antibiotics, multimodals). NPO status is addressed per anesthesia, and does not need to be ordered unless special instructions are clinically indicated.</p> <p>Orders should be entered in Epic at least 7 days prior to surgery. For cases booked within 7 days, pre-op orders should be entered with the case request.</p>
<p>Surgical Consent</p>	<p>Surgical consent must be obtained on a <u>St. Charles consent form</u> prior to the patient going to the OR. This can be done in office, on a <u>St. Charles consent form</u>, and sent over to St. Charles, or it can be done on the day of surgery. Forms must be completed in their entirety; including date/time/witness.</p> <p>Hard copy SCHS Consent forms are available to have on hand, as are text-enabled PDFs on the Surgery Scheduling website.</p>
<p>Pre-Op Appointment Information</p>	<p>Please provide pre-op appointment information when scheduling the case. This can be included in the portal. Please also provide any notes that you receive from the pre-op provider; or ask that they provide that information to you as well as St. Charles (Fax: 541-598-3403).</p>
<p>Labs & Diagnostics</p>	<p>Please provide any pertinent labs or diagnostics done outside St. Charles (i.e. cardiac testing) when providing the H&P or when scheduling the case, if available.</p>

All documentation can be uploaded via **Epic CareLink** (<https://www.stcharleshealthcare.org/EpicCareLink>) or faxed to our medical records department at **(541)598-3403**.