



## **Nursing Service Guidelines Pre-Admission Testing (PAT) Center**

**Title:** **CHART PREPARATION FOR DAY OF SURGERY IN PRE-ADMISSION TESTING (PAT) CENTER**

**Responsibility:** PAT Registered Nurse (RN)

**Purpose of Guidelines:** In order to facilitate efficient departmental workflows, every attempt will be made to ensure that each surgical patient has a medical record chart available on the day of surgery.

**Procedure:**

1. The chart is assembled, and patient identification stickers are applied all pages.
2. Every effort is made to obtain informed consent, H&P, antibiotic if indicated, and any additional data prior to day of surgery.
3. Physicians and clinic staff are asked to make documents available no less than 3 days prior to surgery.
4. . The RN will obtain information as needed for medical clearance and will consult an anesthesiologist with abnormal results or questions.
5. Obtain updated surgery schedule at 3 p.m. to check for changes prior to reminder calls.
6. Charts and copy of the PAT daily worksheet are taken to both the main and George Isaac Pre-op nurses' station and the main OR desk.
7. Report to OR charge nurse of calls not completed (i.e., NA or busy) to be called later; also report anything unusual in OR schedule that may cause delay or other problem on day of surgery.

Reviewed by:  
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