


Name of Policy: <u>Pre-Admissions Testing (PAT) Scheduling</u>						
Policy Number: 3364-124-39						
Department: Nursing Service/Operating Room						
Approving Officer:	AVP Patient Care Services/CNO					
Responsible Agent:	AVP Patient Care Services/CNO					
Scope: Operating Room (OR)/Perioperative Services						
		Effective Date: 8/30/2020 Initial Effective Date: November, 1998				
<table border="0"> <tr> <td><input type="checkbox"/> New policy proposal</td> <td><input type="checkbox"/> Minor/technical revision of existing policy</td> </tr> <tr> <td><input checked="" type="checkbox"/> Major revision of existing policy</td> <td><input type="checkbox"/> Reaffirmation of existing policy</td> </tr> </table>			<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy	<input checked="" type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Reaffirmation of existing policy
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(A) Policy Statement

Patients undergoing an elective surgery are evaluated by Pre-Admissions Testing (PAT) staff either by clinic visit or a telephone call.

(B) Purpose of Policy

Scheduling patients for a PAT appointment may be completed at the same time a surgical procedure is scheduled with the Operating Room scheduling employee.

(C) Procedure

1. At the time a call is made to schedule a surgical case, the PAT appointment may be made.
2. The scheduler will require the following information to schedule an appointment:
 - a. Day and time convenient for patient.
 - b. 30 or 60 minute appointment time.
3. The PAT appointment will then be 'linked' to the scheduled surgical procedure electronically if scheduled at the same time.
4. Changes in the scheduled case will flag the appointment for any needed changes.

Approved by: _____ /s/ Monecca Smith, MSN, RN A.V.P. Patient Care Services/Chief Nursing Officer		Review/Revision Date: 7/2002 7/2005 7/30/2008 10.28.11 2.1.2016 5/30/17 8/2020
Review: Policy & Standard Committee, 10/2011, 2/16, 8/2020 Revision: 8/2020 Revision completed by: Heidi Pitzen MSN, BBA, RN, CNOR; Perioperative Educator		Next Review Date: 8/2023
Policies Superseded by This Policy: 4-39		

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.