Name of Policy: Preoperative Evaluation Center (PEC) Scheduling
Policy Number: 3364-124-39
Department: Nursing Service/Operating Room
Approving Officer: Nurse Manager Operating Room
Responsible Agent: Chief Nursing Officer/CNO
Scope: Operating Room (OR)/Perioperative Services

Effective Date: 5/30/2017
Initial Effective Date: November, 1998

(A) Policy Statement

Patients undergoing an elective surgery are evaluated by PEC staff either by clinic visit or a telephone call.

(B) Purpose of Policy

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

(C) Procedure

1. At the time a call is made to schedule a surgical case the PEC appointment may be made.
2. The scheduler will require the following information to schedule a PATTC appointment:
   a. Day and time convenient for patient.
   b. 30 or 60 minute appointment time, based on attached guidelines.
3. The PEC 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 PEC appointment for any needed changes.

Approved by:

[Signature]
Christina Powlesland, BSN, RN
Nurse Manager Operating Room

[Signature]
Monecca Smith, MSN, RN
Chief Nursing Officer/CNO

7-27-17
Date

5-30-2017
Date

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5/30/17

Next Review Date: 5/2020

Policies Superseded by This Policy: 4-39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.