(A) Policy Statement

Patients will be scheduled for Pre-Admission Testing (PAT) appointments through the PHS scheduling system.

(B) Purpose of Policy

To establish protocol for scheduling Pre Admission Testing (PAT) appointments.

(C) Procedure

Once the need for surgery is identified:

1. Clinics contact surgery scheduler.

2. Scheduler schedules surgery and PAT appointment at same time through PHS. If desired time is already taken, the scheduler will notify the clinic and obtain a new date/time.

3. With the patient present, the clinic staff will give the patient the PAT appointment time.

4. For cases that require T & C for blood products, the PAT appointment must be scheduled within one month of the scheduled surgery.

5. The PAT appointment should be scheduled as far in advance as possible to accommodate appropriate evaluation and work-up.

6. Unscheduled appointment times are available on a first-come first served basis at specified times throughout the day. Those times are 1100, 1330, and 1430.

7. The Pre Procedure order form is to be forwarded to PAT by clinics prior to PAT appointment along with any additional clearances and testing already done.

8. The PAT staff will notify the surgeon’s office of “no shows” for PAT appointments.

9. The PAT staff will check with surgeon’s office and then patient if they are more than 15 minutes late.

10. PAT patients are called by the PAT staff one day in advance of scheduled PAT appointment to remind the patient of the time and date of the appointment.
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Scheduling Patients for PAT Appointments
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