


Name of Policy: <u>Scheduling Patients for Pre Admission Testing (PAT) Appointments</u>	 Effective Date: 6/1/2022
Policy Number: 3364-126-01	
Department: Nursing Service - PAT	
Approving Officer: Chief Nursing Officer	
Responsible Agent: Nursing Director, Pre-Operative Holding (POH), Post Anesthesia Care Unit (PACU) and Pre-Admission Testing (PAT)	
Scope: PAT	Initial Effective Date: 7/1999
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy </div> <div> <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy </div> </div>	

(A) Policy Statement

Patients will be scheduled for PAT appointments through the PHS scheduling system.

(B) Purpose of Policy

To establish protocol for scheduling 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. The Pre-Procedure order form is to be forwarded to PAT by clinics prior to PAT appointment with any additional clearances and testing already done.
7. The PAT staff will notify the surgeon's office of "no shows" for PAT appointments.
8. The PAT staff will check with surgeon's office and then patient if they are more than 15 minutes late.
9. 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.

Approved by:	Review/Revision Date:
/s/	2/2002
_____ Toni C. Woodley, RN Nurse Manager, PAT/Pre-Op Holding/PACU	8/2005
Date	6/24/2008
/s/	8/2012
_____ Kurt Kless, MSN, MBA, RN, NE-BC Chief Nursing Officer	6/23/2014
Date	12/2018
<i>Review: Policy & Standard Committee, 2/11, 6/14, 12/18, 6/22.</i> <i>Revision Completed by:</i> <i>Toni Woodley, RN, 6/22</i>	6/1/2022
Next Review Date: 6/2025	
Policies Superseded by This Policy: 1-P-1	