

EMU Surgical Center
Surgical Scheduling/Medical Clearance Process



Scheduling:

- EMU must receive all bookings via phone *and* fax one week prior to surgery
(Please reach Rosemarie at (718) 849-8700, Fax (718) 849-6523)
- MDs with blocks that do not book cases one week prior to date will lose block time
- Hold times will also be lost one week prior to schedule if paperwork is not received
- Add-on cases scheduled 48 hours prior to surgery date or less **MUST** be booked with H&P completed (including necessary labs and/or tests) **OR** with a SCHEDULED PAT at EMU

Include with ALL surgical bookings:

- Booking sheet *including authorization*
- Physician Pre-Op Orders
- Surgical Consent
- History & Physical (if full clearance is deemed unnecessary by surgeon)

**Clearances must be received 72 hours prior to surgery. Including No Fault cases.*

Clearance options include:

- Patient PCP
- Surgeons may clear using H&P if clearance is not necessary.
- EMU PATs (Must be scheduled by Appointment)
*** Currently only accepting No Fault and Worker's Compensation patients for PAT at EMU**

Final schedules will close by 12:00pm the day before surgery.

ALL SURGICAL PROCEDURES MUST BE DISCUSSED WITH PATIENT DURING SCHEDULING PROCESS.

Please provide patient with:

- Surgical Date and Time (Arrival time: ONE HOUR prior to surgery time)
- Planned procedure and laterality
- Surgeon's Name
- EMU Surgical Instructions