HUNTINGTON HOSPITAL
INSTRUCTIONS FOR SCHEDULING AN OPERATING ROOM PROCEDURE

A. ***For Surgeons with Assigned Surgery Block Time***

1. Use "Surgery Scheduling Request "Form.
2. Complete all fields on this form using no abbreviations
3. When completing the time requested field please use military time
4. Fax Completed "Surgery Scheduling Request" Form to the Call Center (626) 397-3592
5. The surgery request will ***not*** be processed if all fields are not completed.
6. Incomplete forms will be faxed back to the physician office for completion with required information noted at the bottom of the FAX, under "comments"
7. Once the ***completed*** form "A" is received, authorization, demographic information and insurance verified designated Call Center Representatives will forward the form to Surgery Scheduling
8. The Call Center will fax to the MD Office a notice that it has received the completed Surgery Scheduling request form
9. Surgery Scheduling will book the case, issue a confirmation number and fax confirmation to the physician office.
10. Please use the confirmation number in any further communication regarding the booked case.

B. ***For Surgeons Without Assigned Surgery Block Time***

1. Call Surgery Scheduling Office (626)397-5353 to reserve date and time of your request.
2. Schedulers will "Hold" the date and time for 72 hours.
3. Follow steps 1 through 10 in the above instructions
4. Call Scheduling Office if you need to extend your "Holding" request, or if you have not received a confirmation number within 72 hours prior to the requested time.

C. ***To Request Change to Previously Booked Procedure***

1. Use "Surgery Scheduling Change Request"Form
2. Complete change request
3. Fax to Surgery Scheduling (626) 397 2958
4. Surgery Scheduling will fax confirmed change to physician office
5. If a procedure is cancelled and you wish to re-schedule you must treat this as a new case and start the scheduling process with the Call Center as listed in 1 through 10.

D. ***For Next Business Day Scheduling, Cancellation, or within 48 hours of Block Time Release***

1. Call Surgery Scheduling (626-397-5353) to discover if time is available.
2. If time is available Surgery Scheduling will "hold" the spot until insurance / authorization is verified.
3. Surgery Scheduling will transfer physician office staff to Call Center
4. Once insurance and authorization is verified Surgery will complete booking and confirm as outlined above.

E. ***To Schedule a Patient Who is In-House***

1. Call Surgery Scheduling Directly. (626) 397-5353

F. ***ADD-On Cases***

1. Call Operating Room at (626) 397-5012