

Scheduling Guidelines

Methodist Dallas Medical Center Operating Room

Purpose: Methodist Dallas operating room utilization will follow the guidelines approved by the Operating Room Committee.

AIM: To utilize regular (0700-1700 M-F) operating room time at 80% efficiency.

SCHEDULING CASES:

- Surgery scheduling office hours of operation are Monday through Friday from 0830 to 1700. Please fax the MDMC Surgery Scheduling Form to (214)-947-3863 that includes the following information:
 - Patient name
 - Date of birth
 - Sex
 - Social Security number
 - Primary **and** secondary Phone Numbers
 - *If patient is a resident of a nursing home, LTAC, etc., please include facility phone number as the **primary phone number***
 - Insurance
 - Policy Holder
 - Policy Number
 - Authorization Required? If so, include Authorization Number
 - Ordering Physician
 - Requested date of procedure
 - Requested time of procedure
 - Procedure description
 - Estimated Procedure Length
 - Laterality
 - Admission Type (Inpatient or Outpatient)
 - CPT Codes
 - Diagnosis/ICD-10 Codes
 - Type of Anesthesia
 - Special Equipment
 - Additional Instructions
 - Antibiotics
 - Allergies
 - Vendor
 - Vendor Phone Number
 - Pre-Assessment Testing needs and documentation (refer to education tool)
 - Notes
 - Name(s) of assistant(s) who will be present (all assistants must have hospital privileges)
 - Interpretation services needed, if any
 - Any other special needs or information not listed
 - **Physician signature (including date and time)**
- After 1pm, only next day emergent cases with prior authorization can be scheduled. Cases scheduled after 1700 and same day scheduled cases are to be posted through the OR Control Desk at 214-947-1600 (7200 alternatively)
- *The surgery scheduling office will use EPIC for historical case length when scheduling cases (if available). This is the average of the last 13 cases, minus the shortest and longest case.