

Rush Main OR Scheduling Frequently Asked Questions (FAQs)

New Surgical Reservations Form

Q: Does both the standardized procedure code and description go in the procedure field?

A: Yes. Both the code and description go in the procedure field.

Q: Which reservation form should be filled out for non surgical admissions?

A: Continue to use the old Reservation Form (Form #1009) for all non-surgical admissions. The New Surgical Reservation Form is to be used for surgical cases only.

Q: When will the new form be used?

A: April 16th

Q: When do I need to fill out the "Implants" field?

A: Please list all implant information by vendor and system, even if there is nothing unusual or special about the implant. This provides a huge help to the OR staff in the rooms as well as leadership as we plan for cases. I know this has not been typically done in the past, but it will make a difference going forward if this can be done.

Q: My surgeons do procedures related to clinical trials, how do I handle scheduling for these cases?

A: Please use the new surgical reservation form to schedule these surgeries. If you are seeing that there is not enough space to enter all insurance information for your patient, please do what you did before moving to the new process for scheduling surgeries. This process will be much easier once you are live on Epic.

Q: Does the new form need to be faxed to both Surgical Reservations and the Ambulatory Surgery Unit?

A: Yes. The new form should continue be faxed to both Surgical Reservations and the ASU.

Surgical Reservations fax – 312-942-2880

ASU fax – Same Day Admit – 312-942-4042

ASU fax – Outpatient – 312-942-5512

Q: My Surgeon wants me to enter more information then the standardized procedure provides. Where should I enter this additional procedure information?

A: Enter additional procedure information into "Additional Procedure Requests" field.

Q: What should I do if I am running out of time and need to schedule a procedure and cannot find a standardized procedure code?

A: If standardized procedure cannot be found for the procedure being scheduled enter "No Code" into the "Procedure(s)" field and the description of the missing procedure. The Scheduling Office will investigate and get back to you with a standardized procedure to be used for future cases.

Standardized Procedure Set

Q: What is the standardized procedure set?

A: The standardized procedure set is a list of procedure descriptions and codes to be used when scheduling surgeries. These standardized codes will aid with data requests and will better allow us to plan and prepare for procedures.

Q: What is the external ID code (procedure code)?

A: This is a number arbitrarily assigned number unique to the procedure description designed for record keeping purposes. This number is not an ICD-9 code and has no billing purpose.

Q: How was this list compiled?

A: Operating Room Nursing staff reviewed 18 months of historical surgical procedure data and organized the free text descriptions into groupings of like procedures. New standardized procedure names were then assigned to the groups of procedures using the following naming methodology;

**Procedure, Body Part, Laterality (when necessary)
(i.e. Biopsy Breast Right)**

Key OR Nursing Leadership from each Surgical Department reviewed and verified the list. The verified standardized procedure list was then used to simulate scheduling of 3 months of historical data.

Q: Who do I contact if there are missing codes for procedures I complete?

A: For missing codes, please contact Deval Patel at 312-942-9217 or Deval_Patel@Rush.Edu.

Q: Who do I contact to find out procedure cart information for the procedures listed on the standardized procedure set?

A: Please contact Cean Magosky at Cean_M_Magosky@Rush.Edu or 312-942-5104. He is in charge of addition and modifications to the standardized

procedure set and case carts and he would be happy to review this information with you.

Priority Block Time Release Process

Q: How is unused priority block time released?

A: At 11:00 AM 3 Business Days Prior to the Surgery Date unused priority blocks will be released to the surgeon's department. At 11:00 AM 2 Business Days Prior to the Surgery Date unused priority blocks will be released to all Rush Surgeons.

Q: With the new scheduling process has the time changed when are Pre-op documentation (H&P, Labs, Consent, etc) is required to be submitted to the Ambulatory Surgery Unit (ASU)?

A: This has not changed. Pre-op documentation requirements (H&P, Labs, Consent, etc) are still required at 11:00 AM 1 Business Day Prior to the Surgery Date.

Q: Can fictitious patients hold a spot on the preliminary schedule?

A: No. Fictitious names should never be used to schedule surgeries.

Q: How will urgent (patient requires surgery within 24hrs) be handled?

A: They will be scheduled into any available unused priority block time. If unused priority block time is not available clinically urgent cases will bump an elective case within the same department.

Q: How will emergent cases (patient requires surgery immediately) be handled in the new process?

A: The process has not changed. Clinically emergent cases will go to the first available OR.