



SHORT PROCEDURE UNIT

NON-SURGICAL RESERVATION INSTRUCTIONS

HOW TO SCHEDULE A PROCEDURE

1. Call the Short Procedure Unit at 215-453-4269, Monday through Friday between 8 AM and 4:30 PM to reserve a date and time. Calls after 4:30 will go to a voice messaging system and will be returned the following business day.
2. Provide: Patient Name, Type of Service Required and Requested Date of Service.
3. Complete and return the two required forms within 24 hours of your call to us.
 - ⇒ Short Procedure Reservation Form /Non Surgical Procedures (Form # 747.11)
 - ⇒ Physician Orders Short Procedure Unit (Form # 100102)
4. The GVH Nursing Staff will call the patient with your patient's arrival time and instructions the day before or day of their procedure.

AFTERHOURS CASES (Weekends, Holidays and Evenings after 4:30)

1. For Afterhours cases, please call the GVH Switchboard at 215-453-4000 and ask to speak with the Nursing Supervisor, who will assist you.
2. We will arrange for care for scheduled cases when the procedure will occur after hours. (i.e. sequential antibiotic or Solumedrol that would run over a weekend)
3. Please notify the Nursing Supervisor with the specifics for those emergent cases added the day of procedure.

IMPORTANT REMINDERS

1. The patient must be pre-certified prior to scheduling the service.
2. Tysabri and Remicade require a 24-hour notice.
3. Every effort should be made to obtain required lab work prior to the day of the procedure. (creatinine clearances, blood type, etc.) The intent is to prevent delays and cancellations on the day of service. This can be arranged through GVH. The exception is PPD's.
4. Please remind your patient they will be given a specific appointment time and they should not report early.

IMPORTANT PHONE NUMBERS

Scheduling: 215-453-4269

Main Number: 215-453-4846 or 215-453-4943

Fax Number: 215-453-4436

Charge Nurse Pager (for Immediate Problems): 215-453-804-1556

Nursing Supervisor/GVH Switchboard (Weekends, Holidays and Afterhours) 214-453-4000

FORMS REQUIRED

To make a non-surgical patient reservation for the Short Procedure Unit, you will need copies of the following forms. These forms are available in a printable, PDF format at www.gvh.org . At the top of the home page you will see a button, "For Physicians". Click that and in the drop down you will see "Surgical Forms". You will see the forms listed under "Short Procedure Unit". Please print, complete and return. Please note these forms are not fillable, electronic forms. They must be returned as printed copies via Fax or delivery to the PAT Center.

⇒ Short Procedure Reservation Form /Non Surgical Procedures (Form # 747.11)

⇒ Physician Orders Short Procedure Unit (Form # 100102)

It is important to print these in small amounts as the forms change from time to time. Be sure to check the revision dates at the bottom of the form to ensure you are using the most current version.

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