



PRE-REGISTRATION PROCESS

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Reviewed: 06/2006

Implemented: 06/2006

SUBJECT: Pre-registration visit to center.

PURPOSE: To obtain ordered labs from patient and to initiate preoperative teaching.

SCOPE: All prospective patients to the facility

POLICY: It is the policy of the facility to encourage potential patients to visit the Center and have a preop visit with nursing personnel. Patient who will be having anesthesia are encouraged to have the required health history required by the facility completed prior to their surgery date.

A. Significant Factors:

1. Anxiety: Decreased anxiety is a significant factor in optimal surgical recovery and the patient's mental attitudes preoperatively seem to have significant effect on both the patient's ability to tolerate the procedure and on his postoperative course.
2. Rapport: Patients who have little or no rapport with their surgeon or staff require more anesthesia during the operation.
3. Fear: When patients have intense fear of elective case or illogical fear of death, the procedure should be postponed.

PROCEDURE:

- A. Receptionist alerts clinical staff of patient's arrival and ordered labs.
- B. Introduce yourself (always call patient by his/her correct name).

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- C. Evaluate patient's comprehensive abilities. Do not talk down to or talk above patient.
- D. Answer patient's questions and instill confidence in the patient.
- E. Review patient's history with the patient.
- F. Obtain labs and/or tests as required by the physician
- G. Discuss NPO status, admission procedure, and expectations of patient and family members. Stress to patient to inform family that they should not worry if length of time for surgery or recovery exceeds expectation.
- H. Questions to be prepared for:
 - 1. How long of stay in the facility.
 - 2. Diet after surgery.
 - 3. IV requirements
 - 4. How long in surgery.
 - 5. Tubes, Foley, drains, etc.
 - 6. Sterilization policies.
 - 7. Specific questions about procedure and anesthesia.
 - 8. Pain after surgery.
 - 9. Removing dentures.
 - 10. Sore throat.
 - 11. Convalescence.
 - 12. Return to work.
 - 13. Amount of exercise allowed; how soon housework can be done; lifting; driving, etc.
- I. BEFORE PREOP VISITS, THE STAFF SHOULD KNOW THE INDIVIDUAL'S DOCTOR PREFERENCE CONCERNING WHAT IS TO BE TOLD TO THE PATIENT.
- J. Complete pre-anesthesia evaluation. Remind patient about the importance of the following points:
 - 1. The patient will not be allowed to drive home unless the patient is only receiving local anesthesia.

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2. Patients receiving any form of anesthesia (IV sedation, MAC, general) should be accompanied home with a responsible adult. It is recommended the patient has care at home for the remainder of the day.
3. Patients should be encouraged to wear comfortable clothes that are easy to put on and take off.
4. Unless otherwise specified by their surgeon or the anesthesiologist, the patient should have nothing to eat or drink past midnight the night prior to surgery.
5. Remove nail polish from operative extremity as requested by physician.
6. Leave jewelry and valuables at home.
7. Notification of body piercings and the need to remove them if able. If the patient refuses or is unable to remove piercings, the attached form should be completed and included on the chart.