

SURGERY SCHEDULING POLICY

Here at Gynecology Associates of North Georgia we strive to make all your encounters with us as pleasant and efficient as possible. Please understand that surgery scheduling is a very tedious and time consuming task. That said, we ask that you not set a surgery date with our scheduler until you are absolutely sure that it will work for you and your family. Once a surgery date has been set it is very difficult to change as other patients are affected.

Once you have made the decision to have surgery, the scheduler will call your insurance company to verify benefits. She will then call you to discuss scheduling dates and times. Our doctors operate at the hospital on Mondays because this is the time assigned by the hospital. Office surgery dates are pre-set up to a year ahead of time. Once a date and time have been assigned the scheduler calls the hospital and “posts” the case on the Operating Room schedule. At that time she will also schedule a time for your PHONE PRE-ASSESSMENT, so a nurse can go over your medical and anesthesia history. This is mandatory by the hospital and must be done or your surgery will be cancelled. You will come to the office approximately 7-14 days prior to your surgery for a pre-op appointment. You will then go to the hospital after your appointment here to have labs drawn and/or other testing done according to your medical history.

Depending on your history and/or physical condition our physicians may ask you to obtain a ‘medical clearance’ from your primary care physician. This is to ensure your safety during anesthesia. Your primary care physician may run an EKG or stress test depending on your risk factors. Our physicians may ask that certain preventive medicine tests be completed prior to your surgery. (Example: an up to date Pap smear, mammogram and/or colonoscopy.) We appreciate your patience and understanding during this complicated process.

If you should need to cancel your surgery please contact our office as soon as possible. This will allow us time to schedule other patients who are waiting for surgery. **DO NOT** call the hospital to cancel – we will do this. Consequently, there will be a \$50.00 charge to your account for cancelling a scheduled surgery. No surgical procedures will be rescheduled until this cancellation fee is paid. If a scheduled surgical procedure is cancelled twice, we will not reschedule your surgery.

I HAVE READ AND UNDERSTAND THE SURGERY SCHEDULING POLICY FOR GYNECOLOGY ASSOCIATES OF NORTH GEORGIA.

(Print Name)

(Date of Birth)

(Patient Signature)

(Date)

