

Facility:		Surgery Scheduling #:			Surgery Fax #:	
Patient Name (Last, First, Middle Initial):						
Address (Street, City, State, Zip):						
Phone:		If interpretation needed, what language?				
Birth Date:		Age:	Sex:	Social Security:		
Insurance (Primary):			Policy number:			
Pre Auth #:						
Patient Email Address:						
Is the surgery urgent?	Yes	No	Comments:			
Is the patient pregnant?	Yes	No	Gestational Age:		OB Provider:	
Surgeon:		Surgery Date:			Time Dr. Avail:	
Procedure(s):						
Diagnosis:						
ICD 10 Code(s):						
CPT Code(s):						
Surgical Side		Right	Left	Bilateral		
Diabetic Patient?	Yes	No	Type (diet, oral, insulin):			
If patient is age 18 or younger, what is the pediatric weight?						
Labs done in office?	Yes	No	If yes, fax results with this form			
Due to a device recall?	Yes	No	Comments:			
Due to a warranty issue?	Yes	No	Comments:			
AICD?	Yes	No	Model:			
Pacemaker?	Yes	No	Model:			
Referring Physician						
Admit Type:	Outpatient	Inpatient		AM Admit for Inpatient stay	Extended Observation (outpatient in a bed)	
Estimated Length of Surgery in Minutes:				Requested Pain Nerve Block Options:		
Anesthesia Type:				Continual Nerve block infusions	Epidural Continuous	
General	Mac	Spinal	Local	IV Reg	Local Anesthetic infusion	Single Nerve Block
Equipment Requests	C-Arm Lg	Mini	O-arm	Xray	Laser	Spinal Anesthesia
Frozen Section	Other					
Special Physician Requests (labs, blood, implants not covered in standing orders – surgeon must sign and date this form as order for chart)						
Special Instructions:						
Physician Signature/Credentials				Date	Time	

**SCHEDULING FAX DOWNTIME FORM (Page 2 of 2)**