



Sending of Surgical H&Ps and Consents to Intermountain Healthcare

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Documents must be sent no later than 9:00 pm the day before surgery (5:00 am the day of surgery) for timely processing.

Surgeon: _____ Surgical facility: _____

Clinic/office contact name: _____

Phone number: _____ Alt. number (back line): _____

of pages, including cover sheet: _____

- Send the H&P and/or consent **after** the patient is **registered** for surgery and a FIN# has been assigned.
- Complete the fax cover sheet and fax the documents no later than 9:00 pm the day prior to surgery.
- Verify that each page of the submitted documents includes the patient's name and DOB.
- An H&P greater than 30 days at the time of surgery will not be accepted. If the H&P is greater than 30 days, the physician must create a new H&P using the standard requirements.
- Consent forms must be completed in their entirety, including all applicable signatures.
- Each document must have an iCentra patient label with the FIN#.
 - o If the office does not have an iCentra label printer, the patient's FIN# must be written on the document.

Confidentiality Notice: The documents accompanying this Fax Cover Sheet contain confidential information, belonging to the sender. This information is legally privileged and intended only for the use of the individual or entity named above.

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