



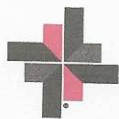
Baylor University Medical Center – Dallas

Fast Track

Skip the paperwork and testing the day of your surgery. By completing the hospital registration and admission processes beforehand, you can walk in and be escorted up to the pre-operative department right away. The best part? This service can be completed online or by phone days before your surgery.

There are three steps to hospital admissions:

- Coordinating with surgeon
- Registration (the administrative paperwork)
- Pre-admission testing (the clinical testing)



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DALLAS

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Fast Track Check List



Surgeon's Office

Your surgeon will advise when to arrive at the hospital, about eating before surgery and any medication restrictions.



Pre-Admission Testing

Receive a call to review medical history and arrange for requested tests. Call pre-admission testing at **214.820.6200** if you do not receive a call 24 hours prior (or Friday, for those having surgery Monday).



Pre-Registration

The business office will call to arrange your admission to the hospital, complete insurance paperwork, discuss deductibles, copayments or out-of-pocket expenses. To expedite the process, register online at **BSWHealth.com/DallasPreReg**.

Baylor University Medical Center Business Services:
214.818.9700 or **877.810.0372**.

DAY OF SURGERY

Bring: • Drivers license • Insurance card • Test results (if not at Baylor)
Leave at Home: • Medications • Valuable items (jewelry, cash, credit card)

If the paperwork, testing and evaluation are complete prior to surgery, the concierge desk will verify your identity and escort you to the preoperative area.

DONE



Forms that assist with your hospital admission, insurance paperwork and payment arrangements can be completed electronically or staff from the hospital's business office will assist you during the admissions process.

To help expedite the process, you can register online at BSWHealth.com/DallasPreReg. Items that will assist in the process:

- Insurance card and driver's license
 - Name of physician scheduling the surgery/procedure
 - Date of surgery
 - Emergency contact information (name, address, telephone number)
- On the day of your surgery, you will check in at the Registration office and complete the final registration steps:
- Scanning of driver's license and insurance card
 - Signing consent forms, and
 - Finalizing financial arrangements

If you have questions or would like to pre-register by phone, please call **214.818.9700** to speak to a representative from the Baylor University Medical Center's business services department.

PRE-ADMISSION TESTING

A nurse from the pre-admission testing office will call you before surgery to review your medical history. To help make things run more smoothly on your day of surgery, you should anticipate the call two to seven days before surgery.

During the pre-admission testing call, a registered nurse will review:

- Your medical and surgical history
 - Your current prescription medications and over-the-counter supplements
 - Required testing prior to surgery
- To prepare for the call, please have the following available:
- Your driver's license (or picture ID) and insurance card(s)
 - A list of all your medications, with dosage and frequency:
 - Prescription medications
 - Herbal supplements
 - Vitamins
 - Over-the-counter medicines
 - Copy of your advance directives (i.e., a living will or medical power of attorney)

FAST TRACK

You can expedite your hospital admission by completing registration and testing requirements before your arrival by completing the following:

- Pre-registration paperwork, including paying out-of-pocket expenses
 - Pre-admission testing and evaluation prior to surgery
- For those who do so, you may proceed to the concierge desk where they will verify your identity and escort you to the pre-operative area.



NIGHT BEFORE SURGERY

Follow your surgeon's instructions regarding eating, drinking and taking medications before surgery.

- Do not shave or wax near the surgical site. This helps prevent surgical site infections
- Plan for a family member or friend to drive you home after surgery
- Determine who will assist you with your care and recovery at home

DAY OF SURGERY

- Please arrive at the Registration Office as directed by your surgeon's office
- Bring storage cases for the following items, if worn:
 - Contact lenses
 - Dentures
 - Hearing aids

- Take only the medications that your surgeon or anesthesiologist has instructed you to take
- Do not bring valuables on the day of surgery and remove all jewelry. All items in your wallet and belongings that are not left at home or in the care of a responsible adult, will be individually inventoried and stored in a vault
- Bring your driver's license (or picture ID) and insurance card(s), advance directives and any paperwork provided by your physician(s)
- Leave electronics (cell phone, tablets, laptop, etc.) and your belongings with a responsible adult

ARRIVE FOR SURGERY

- Check in with the registration office on the first floor of Jonsson Hospital to complete the registration process:
 - Scanning of driver's license (or photo identification) and insurance card(s)
 - Signing of consent forms, and
 - Finalizing financial arrangements

- You and up to two family members or friends will be directed to a pre-operative waiting area

PREPARING FOR SURGERY:

In the pre-operative waiting area, medical staff will:

- Prepare you for surgery
- Review a safety check list, confirming:
 - Your identification
 - The procedure
 - The correct surgical site
 - Any allergies or other important health information
- Have your surgeon meet with you to:
 - Answer any questions
 - Verify and mark your surgical site, when appropriate
- Prior to surgery, your anesthesia provider will meet with you to:
 - Discuss the benefits, risks and alternatives associated with anesthesia
 - Answer any questions or address any concerns you might have
 - Sign consent forms stating that you discussed anesthesia care with an anesthesia provider and agreed to move forward with the procedure





DURING SURGERY

- You will be greeted by your surgical nurse who will remain with you throughout your surgical procedure
- In the operating room, the surgical team will repeat all safety checks
- A nurse or family liaison will be in contact with your family throughout the surgery and will:
 - Provide information about delays, should they occur
 - Answer questions and respond to any concerns

RECOVERY

- After surgery, you will be moved to the recovery room or ICU
- It is important that you are completely recovered and your pain is well managed*
- When you are awake, your family will be notified and allowed to check on you
- If you will be going home the day of surgery, you and your family will receive instructions for home care and discharge paperwork
- If you will be staying overnight after surgery, the family liaison will update your family on your recovery process

PATIENT SAFETY

Your safety is our top priority. During your stay, you will find that staff in each department will perform numerous safety checks before surgery, including:

- Asking you verbally to provide your name and date of birth
- Checking your patient identification band
- Confirming the type of procedure you are having
- Asking you for the surgical site location

Confirming and re-confirming that your responses match the medical chart, identification bands, and labels and information provided by your surgeon, is for your safety and helps to eliminate confusion or misinformation.

*Our goal is to manage your surgical pain to a level of four out of 10. If you are being treated for chronic pain by your physician or a pain management specialist, please discuss this with the pre-admit nurse and stay on your medication regimen prior to surgery.

PARKING

Parking is available in Parking Garage 4 or by valet on Junius Street, directly across from the Registration Office (First Floor, Jonsson Hospital).



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Thank you for choosing Baylor University Medical Center, part of Baylor Scott & White Health, for your medical needs. Our team is here to care for you and your family as you prepare for your upcoming surgery.

This guide provides a step-by-step process so that you know what to expect. Our goal is to exceed your expectations. There are two steps to hospital admissions: registration (the administrative paperwork) and pre-admit/testing (the clinical testing). The purpose of the two-step process is to ensure you are well prepared for your surgery or procedure before you are admitted.

COMMUNICATION

Because this is a team approach, you may receive multiple calls beforehand (from your doctor, the registration team and the pre-admit team) asking for additional information. By speaking with you before you arrive for surgery and discussing testing, responsibilities and costs, we hope to cause minimal disruption for you and your family on the day of surgery and help promote a more restful stay.

PRE-REGISTRATION

PHYSICIAN/SURGEON'S OFFICE

Your surgeon will advise when to arrive at the hospital, about eating before surgery, and any medication restrictions.

PRE-REGISTRATION

Staff from the hospital's business office will call to arrange your admission to the hospital, complete insurance paperwork, and discuss deductibles, copayments or out-of-pocket expenses.

Baylor University Medical Center Business Services – 214.818.9700 or 877.810.0372

PRE-ADMISSION TESTING

Nursing staff will call you to review your medical history and complete any tests your surgeon has requested (such as lab/blood work, EKG, X-rays, etc.) prior to surgery.

Baylor University Medical Center Pre-admission Testing – 214.820.6200

