

# Administrative Requirements for Surgery

## PART 1: SPA TO COMPLETE / COP PA TO PROVIDE

In order to make a booking, please provide the following and/or upload onto the EMR:

- Completed Theatre Booking Form, confirmed by surgeon including Procedure Duration, VAT declaration, Equipment Required, BMI, BP
- Accurate patient details on EMR or booking form (name, address, DoB, telephone number, email address)
- Surgeon consultation notes on the EMR
- Surgeon consultation notes mention a discussion on the psychological wellbeing and includes patient medical history
- Procedure information on the Theatre Booking Form matches the consultation notes
- Pre-operative photographs
- Procedure Consent
- Patient has signed the 14-day disclaimer (if applicable)
- COVID Surgical Patient Screening Checklist
- Quote sent
- Deposit of £500 taken
- Full procedure amount taken, if the operation is less than four weeks away
- T&Cs sent to the patient

## PART 2 - THEATRE BOOKINGS TEAM TO COMPLETE

Please check to confirm each item of information has been uploaded onto the patient EMR before procedure goes ahead

- All required information (as above) provided by the SPAs / COP PAs
- Cadogan Clinic Daycase Information Pack
- Pre-operative Medical Questionnaire
- Psychological Questionnaire
- Informed consent / Procedure Information
- Terms and Conditions
- Payment received
- Anaesthetist and Surgeon reviewed medical questionnaire and psychological form approved case
- Booking forms procedure information matches consultation notes and informed consent

## PART 3 – THEATRE NURSING TEAM TO COMPLETE

Please check to confirm each item has been actioned and/or uploaded onto the patient EMR

- Ambulatory Pre-op Checklist (signed)
- Ambulatory Post-op Checklist (signed)
- Daycase Surgery Pack
- Informed Consent (signed)
- COVID consent form

- Theatre Bookings informed of any changes from the Procedure booked to the procedure consented and performed e.g. correct number of areas of liposuction and extra laser