

January 2004

Announcing to OFFICE MANAGERS

A revised FORM FOR HISTORY & PHYSICAL

The 2-page Surgical Procedure Record is now available.

It will replace the *Ambulatory Surgery Record* sent to you last February.
It is still two separate pages.

USE OF THE NEW FORM IS REQUIRED
for Outpatient, Same Day Admit and Observation patients

Instructions for use of this form:

1. The upper right corner is for the PATIENT IDENTIFICATION Stamp Only.
In the absence of a stamp, write in the patient's full name and date of birth on the new lines provided to the left of the box.
2. If faxing, please SEND ONLY PAGE ONE unless you have pre-printed orders on page two. A stamped blank page two will be available for completion at time of surgery. Reminder: pre-printed orders must be reviewed annually and presented to RIH Quality Monitoring Improvement Committee (QMIC) for approval.
3. The Date of H&P at the top of the page **must be filled in before the form is signed and faxed** to the scheduler. Patients must have a history & physical on file WITHIN 30 DAYS prior to surgery.
4. The H&P must be UPDATED in all cases on the day of the procedure immediately prior to surgery. If the H&P are greater than 30 days old at that time, the physician will have to re-perform them and check and sign appropriately at the bottom of the page.
5. The ***Surgical Procedure Record*** must be filled-out COMPLETELY.

*PLEASE use up your stock of old Ambulatory Surgery Records, and then begin to use the **Surgical Procedure Record**. The old form has been replaced by the new one on the Lifespan Intranet Medical Tab.*

Thanks for your help. Please contact us with any questions/comments.

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