

Hospital Prior Authorization and Scheduling Fact Sheet

You and your doctor have decided to do a procedure in the hospital. Several things need to be in place prior to scheduling in the operating room (OR).

- 1. Sometimes a full treatment plan needs to be in place prior to scheduling. This may mean communication and/or records from other providers. Although our office will make every effort to contact any doctors involved directly with your care, you can expedite the process by also contacting your other providers for essential items or records needed.**

- 2. In many cases your medical insurance company requires a prior authorization. A request will be sent to your insurance company along with any other documentation that may be required. Although we make every effort to track and follow up on these requests, your assistance on communicating with your insurance company and with us is essential. We must have approval or communications directly from the insurance company stating an authorization is not required before we can schedule.**
 - a. We do ask for a 6 to 8 week turn around on the prior authorization process once your treatment plan has been finalized.**
 - b. Please be advised that an authorization does not guarantee benefits and it is your responsibility to verify your benefits and/or limits prior to surgery.**

- 3. Once a treatment plan is officially in place, all records are received, the prior authorization is on file, and all doctors involved directly with your care and treatment plan have given their approval, our OR Coordinator will contact you to schedule.**

- 4. Every case is different and depending on the treatment plan, doctors involved, insurance company, your personal schedule, and the availability of the OR schedule, the time frame for scheduling could range from just a few weeks to several months and in some cases longer.**

Scheduling Surgery

Once our OR Coordinator contacts and you have a surgery date, you will be given very specific instructions.

- ❖ Many times we are not able to give you an exact time for your surgery due to schedule changes that may occur up to one week prior to your surgery date. The hospital will contact you one to two days before your surgery date with your specific check-in time. You could be required to check-in as early as 5:45am. If there are time constraints, you should notify the OR Coordinator at the time of scheduling and every attempt will be made to work with you.
- ❖ The hospital will also contact you about one week prior to surgery to pre-register you. This call is to verify all your information.
- ❖ Pre-op physicals
 - Depending on your treatment plan and your personal medical history you may be required to have a pre-op physical with us, with your primary doctor, and/or with the Pre Anesthesia Clinic (PAC)
 - The OR Coordinator will help guide you in this process.
 - Pre-op physicals must be done within 30 days of your surgery date.

Please write any information you have been given below:

Surgery Date: _____ **Hospital:** _____

Pre-op physical:

Your pre-op is scheduled with Oral Surgery:

Scheduled: Date: _____ **Time:** _____ 7th Floor Moos Tower

Please schedule a pre-op with your primary doctor. This pre-op must be scheduled between _____ & _____.

Scheduled: Date: _____ **Time:** _____ **Fax to: 612-625-7914**

Please schedule a pre-op with PAC by calling 612-676-5008.

Scheduled: Date: _____ **Time:** _____ 909 Fulton Street SE, Minneapolis, MN

Other Notes:

Hospital Information:

University of MN Medical Center 500 Harvard St SE Minneapolis, MN 55455 612-273-3000 https://www.mhealth.org	Masonic Children's Hospital 704 25 th Ave S Minneapolis, MN 55455 612-365-1000 https://www.mhealth.org	Minnesota Health Clinics and Surgery Center 909 Fulton St SE, Minneapolis, MN 55455 612-273-8383 https://www.mhealth.org
---	--	--