Surgery Pre-admissions Checklist

Complete pre-admissions timely and thoroughly

Pre-admissions checklist

- ☐ Dolly Parton Children's Hospital booking order sheet (can be used as an order with physician signature)
- ☐ Pre-certification/prior authorization
- ☐ History and physical (signed and dated within 30 days of surgery date)
- ☐ Approved Dolly Parton Children's Hospital surgery consent (signed and dated within 60 days of surgery date)
- ☐ Physician orders (signed and dated)

All the above must be received 3 days prior to day of surgery.

Additional tips for success

- Include patient names and date of birth on all documents - especially medical orders.
- Medical offices should take advantage of our fillable pdf consents to make day of surgery flow smoother, increase efficiency, improve accuracy and legibility.
- Do not allow scheduling without booking order or reservation sheet completed and faxed to admitting.
- Please inform surgery pre-admissions at (865) 541-8406 of any changes in orders, if previous orders have been sent.