



Seton Medical Center Harker Heights

A partner of the Seton Healthcare Family

Scheduling of Heart & Vascular Center Patients

To schedule Call:

254-618-1100 = HVC Lab

254-680-6220 = April's office (April's cell #512-636-3723)

Be prepared to have the following information for us to put the patients on the Schedule book:

1. **Date for Procedure**
2. **Patient Name**
3. **Procedure Type**
4. **Patient DOB**
5. **Patients Contact Phone Number**
6. **Physician to perform procedure**
7. **Need to Know if anesthesia services are needed**

The following **MUST be faxed** to complete Scheduling and Pre Registration. **Fax # 254-618-1230**

1. **Patient Demographics**
2. **Insurance information**
3. **Procedure Orders**
4. **Complete History & Physical** – and a current American Society of Anesthesiologist (ASA) Classification - with in 30 day prior to scheduled procedure date.
5. **Labs to include:** CBC, Clotting studies= PT/INR; within 48 hours for patients taking anticoagulants, BMP = electrolytes, glucose, BUN, Creatinine, Calcium -must be within 7 days prior to procedure. **Pregnancy test** if appropriate
6. **EKG** -must be within 7 days prior to procedure
7. **Current Medication list**
8. **All Pertinent procedure and/or surgical reports**
9. **Copy of pre procedure instructions** already given to the patient in the office so we can help reinforce these instructions or **any special Instructions** that we **need** to give to the patient when doing Pre OP teaching.

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For questions contact April Vecera:

april.vecera@smchh.org

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