

MEDDAC/DENTAC Regulation 40-25

Medical Services

Pre-admission and Ambulatory Surgical Procedures (ASPs)

**Headquarters
U.S. Army Medical Department Activity
Fort George G. Meade
2480 Llewellyn Avenue
Fort George G. Meade, MD 20755-5800
31 March 2004**

Unclassified

SUMMARY of CHANGE

MEDDAC/DENTAC REG 40-25

Pre-admission and Ambulatory Surgical Procedures (ASPs)

Specifically, this revision—

- o Changes the time period for patients to contact Pre-admissions to 1400-1500 on the duty day prior to the day of surgery (paras 1-4f(2)(b) and 3-2j).
- o Deletes Eye, Ear, Nose and Throat Clinic as a service that performs ASPs in Same Day Surgery and adds Otolaryngology Service (para 2-2).
- o Regarding paragraph 3-1, which addresses actions to be performed by the operating medical or dental surgeon—
 - o Changes paragraph 3-1a to read, “Electronically schedule the case via the Surgical Scheduling System (S3) not later than five days prior to the date of surgery.”
 - o Changes paragraph 3-1e to read, “Ensure the patient completes the pre-admission process no more than 30 days prior to the day of surgery.”
- o Changes paragraph 3-1f to read, “Remind the patient that an adult licensed driver must accompany him or her at the time of check-in. The driver must leave a name and phone number where he or she can be reached. If the driver leaves the facility, he or she—
 - (1) Must obtain permission to do so from the charge nurse and provide the charge nurse with a contact phone number (for example, a cell phone number).
 - (2) Must return promptly when notified by the SDS staff to pick up discharge medications and to witness the patient’s discharge instructions.”

The revision of 23 January 2003—

- o Has been published in a new format that includes a cover and this “Summary of Change” page.
- o Reformats the title page. The Contents section now includes the page numbers that the various chapters and paragraphs begin on.
- o Changes the requirements concerning the adult licensed driver who accompanies the patient to surgery by removing the requirement to inform the patient that the adult licensed driver to remain on the premises and replaces this with instructions to remind the patient that an adult licensed driver must accompany him or her at the time of check-in. The driver must leave a name and phone number where he or she can be reached. If the driver leaves the facility, he or she must return promptly upon notification by the SDS staff to pick up discharge medications and to witness the patient’s discharge instructions (para 3-1).

- o Changes the first instruction to Same Day Surgery nursing personnel under ASP procedures from instructing the adult licensed driver who accompanies the patient at time of check-in “to remain within the facility throughout the entire operative period” to “pick up the patient’s discharge medications from the pharmacy.”

Department of the Army
Headquarters
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2480 Llewellyn Avenue
Fort George G. Meade, Maryland 20755-5800
31 March 2004

* MEDDAC/DENTAC
Regulation 40-25

Medical Services

Pre-admission and Ambulatory Surgical Procedures (ASPs)

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published on 16 March 1999.

Summary. This regulation covers policies and procedures for surgeries in the operating rooms at Kimbrough Ambulatory Care Center (KACC) on patients that are admitted and discharged on the same day as their surgery.

Applicability. This regulation applies to the headquarters, U.S. Army Medical Department Activity, Fort George G. Meade (MEDDAC) and the U.S. Army Dental Activity, Fort George G. Meade (DENTAC).

Proponent. The proponent of this regulation is the Deputy Commander for Nursing.

Supplementation. Supplementation of this regulation is prohibited.

Suggested improvements. Users of this publication are invited to send comments and suggested improvements, by memorandum, directly to the Commander, U.S. Army Medical Department Activity, ATTN: MCXR-ZN, Fort George G. Meade, MD 20755-5800, or to the MEDDAC's Command Editor by fax to (301) 677-8088 or e-mail to john.schneider@na.amedd.army.mil.

Distribution. Distribution of this publication is by electronic medium only.

History. This is the third revision of this regulation, which was originally

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* This publication supersedes MEDDAC/DENTAC Reg 40-25, dated 23 January 2003.

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Glossary

Chapter 1 Introduction

1-1. Purpose

This regulation establishes policy, procedures and responsibilities for performance of surgery in the operating rooms at KACC on patients that are admitted and discharged on the same day as their surgery.

1-2. References

Required and related publications are listed in appendix A. Referenced forms are also listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this memorandum are explained in the glossary.

1-4. Responsibilities

a. *The Deputy Commander for Nursing.* The Deputy Commander for Nursing will ensure that Nursing Services personnel assigned to the activities listed in paragraph 2-2 below perform the functions required of them in paragraphs 3-2 and 3-3 below.

b. *The Chief, Department of Radiology.* The Chief, Department of Radiology will support Same Day Surgery (SDS) with complete and timely radiology support, to include the results of requested studies.

c. *The Chief, Department of Specialty Care.* The Chief, Department of Specialty Care will ensure all surgeons perform the functions required of them in paragraph 3-1 below.

d. *The Chief, Laboratory Service (LS).* The Chief, LS will obtain, from patients sent to the laboratory, specimens for laboratory studies as requested by SDS, perform same, and report the results in a timely manner.

e. *The Chief, Patient Administration Division (PAD).* The Chief, PAD will ensure the accuracy of information within the Defense Enrollment Eligibility Reporting System (DEERS), manage third party insurance information, provide guidance regarding the Ambulatory Data System, and manage the administration of APV records in accordance with (IAW) MEDDAC Memorandum 40-13.

f. *The Head Nurse, SDS.* The Head Nurse, SDS will—

(1) Ensure that Pre-admissions and SDS personnel perform the functions required of them in paragraphs 3-2 and 3-3 below.

(2) Coordinate with the pre-admissions units at Walter Reed Army Medical Center and the National Naval Medical Center to ensure that patients referred to KACC's SDS will—

(a) Hand-carry their original surgical record forms on the day of surgery and present them upon arrival for admission.

(b) Contact KACC's Pre-admissions between 1400-1500 on the duty day prior to the day of surgery to ascertain his or her required arrival time on the day of surgery.

Chapter 2

What is an Ambulatory Surgical Procedure (ASP)?, and Services that Perform ASPs in KACC's SDS

2-1. What is an ASP?

An ASP occurs when a patient is admitted and discharged on the same day of surgery.

2-2. Services that perform ASPs in KACC's SDS

The following activities perform ASPs in SDS:

- a. Gastroenterology Service.
- b. General Surgery.
- c. Gynecology Service.
- d. Ophthalmology Service.
- e. Oral Surgery.
- f. Orthopedics & Podiatry Service.
- g. Otolaryngology Service.
- h. Plastic Surgery.
- i. Urology Service.
- j. Vascular Surgery.

Chapter 3

ASP Procedure

3-1. Actions to be performed by the operating medical or dental surgeon

The medical or dental surgeon performing the surgery will complete the following prior to the date of surgery:

- a. Electronically schedule the case via the Surgical Scheduling System (S3) not later than five days prior to the date of surgery.
- b. Counsel the patient regarding the surgery to be performed.
- c. Provide the patient with a surgical packet which includes the following forms:
 - (1) SF 539 (Medical Record - Abbreviated Clinical Record), completed.
 - (2) SF 509 (Medical Record - Progress Notes), reflecting counseling for the procedure.
 - (3) SF 522 (Medical Record - Request for Administration of Anesthesia and for Performance of Operations and Other Procedures).
 - (4) DA Form 4256 (Doctors Orders), reflecting diagnosis, date of surgery, planned procedure, requested laboratory and x-ray tests, dietary status, and pre-operative preparation, as applicable.
 - (5) SF 513 (Medical Record - Consultation Sheet), for Physical Therapy, if necessary.
- d. Ensure the patient has directions to and phone numbers with the operating hours for SDS.
- e. Ensure the patient completes the pre-admission process no more than 30 days prior to the day of surgery.
- f. Remind the patient that an adult licensed driver must accompany him or her at the time of check-in. The driver must leave a name and phone number where he or she can be reached. If the driver leaves the facility, he or she—
 - (1) Must obtain permission to do so from the charge nurse and provide the charge nurse

with a contact phone number (for example, a cell phone number).

(2) Must return promptly when notified by the SDS staff to pick up discharge medications and to witness the patient's discharge instructions.

g. Bring original forms of the surgical packet on the day of surgery if they were not given to the patient.

3-2. Actions to be performed by the Pre-Admissions Unit

Nursing Services personnel assigned to the Pre-Admissions Unit will initiate the surgical checklist and—

a. Initiate an APV record jacket IAW MEDDAC Memo 40-13 and obtain the patient's (or other authorized adult person's) signature on the Privacy Act Statement.

b. Assess the patient's third party insurance status.

c. Verify DEERS eligibility status and DEERS mini-registration data. If necessary, refer the patient to the Patient Service Center.

d. Generate an APV Addressograph plate.

e. Determine the existence of an advance medical directive.

f. As applicable, ensure the patient has completed all necessary pre-operative laboratory tests and x-rays, Physical Therapy consult, and he or she verbalizes understanding of any necessary pre-operative preparation.

g. Ensure the patient understands the date, time and place to report on the day of surgery.

h. Check the patient's chart for the appropriate forms and signed physician's orders.

i. Ensure all laboratory test and x-ray results are placed in the APV record prior to the day of surgery, or identified as "Pending Results."

j. Instruct the patient to contact Pre-admissions between 1400-1500 on the duty day prior to the day of surgery to ascertain his or her required arrival time on the day of surgery.

3-3. Actions to be performed by SDS Nursing Services personnel

Nursing Services personnel assigned to SDS will—

a. Verify that the patient has been accompanied by an adult licensed driver, and inform that person that he or she is required to—

(1) Pick up the patient's discharge medications from the pharmacy.

(2) Witness the discharge instructions.

(3) Transport the patient from the facility.

b. Review the surgical packet and ensure all forms are completed.

c. Pre-medicate and otherwise prepare the patient for surgery, as ordered.

d. Discharge the patient IAW the SDS standing operating procedure.

Appendix A References

Section I Required Publications

MEDDAC Memo 40-13

Administration of Ambulatory Procedure Visit (APV) Records. (Cited in paras 1-4 and 3-2.)

Section II Related Publication

A related publication is merely an additional source of information, the user does not have to read it to understand this publication

DODI 6025.8

Ambulatory Patient Visit

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

DA Form 4107

Operation Request and Worksheet

DA Form 4256

Doctors Orders

SF 509

Medical Record - Progress Notes

SF 513

Medical Record - Consultation Sheet

SF 522

Medical Record - Request for Administration of Anesthesia and for Performance of Operations and Other Procedures

SF 539

Medical Record - Abbreviated Medical Record

Glossary

Section I Abbreviations

APV

ambulatory procedure visit

ASP

ambulatory surgical procedure

DENTAC

U.S. Army Dental Activity,
Fort George G. Meade

DEERS

Defense Enrollment Eligibility
Reporting System

IAW

in accordance with

KACC

Kimbrough Ambulatory Care
Center

LS

Laboratory Service

MEDDAC

U.S. Army Medical Depart-
ment Activity, Fort George G.
Meade

PACU

Post-anesthesia Care Unit

PAD

Patient Administration Divi-
sion

SDS

Same Day Surgery

Section II Terms

This section contains no en-
tries.