



# Order Request Checklist for Surgical Procedures

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## Getting ready to place an order

Knowing what information you'll need for each order saves time. Our surgical procedures order request checklist can help you identify and collect the information you need to have available when entering an order request. We recommend that you print a copy or save it to your computer to keep it handy when you're preparing to submit an order.

### INFORMATION YOU'LL NEED FOR SURGICAL ORDER REQUESTS

For ALL surgical order requests, you will need:

- Patient first and last name, date of birth, and member number
- Ordering provider first and last name
- Performing physician first and last name (if different than ordering provider)
- CPT code and the name of the procedure you are requesting
- Diagnostic code (ICD code) or name of your patient's diagnosis
- Date of procedure
- The name and location of the facility where the procedure will be performed

You may also need:

- Any prior treatment of condition, and duration of treatment
- Results of any prior testing that supports the need for the requested procedure
- New, stable, or worsening signs or symptoms
- Patient's pertinent medical history, which may include:
  - o Whether the patient has any of the following, if applicable – diabetes, hypertension, COPD, morbid obesity, hepatitis, end-stage renal disease, congestive heart failure, bleeding disorders
  - o Alcohol use
  - o History of unexpected complications with prior surgical procedures or anesthesia
- Documentation of physician privileging information for use of a hospital outpatient department

*Not all information is needed for every procedure, and sometimes additional information is required. To be thoroughly prepared it is suggested you have access to the patient's chart prior to starting your order request.*