

Specialist Surgery Coordination Checklist

1. Initial Assessment

- Collect patient details (Name, DOB, contact info).
- Document diagnosis, medical history, and referring doctor.
- Confirm insurance details (company, policy number, coverage limits).
- Gather referral documentation from current facility or doctor.

2. Facility and Specialist Coordination

- Identify and confirm an appropriate specialist surgeon.
- Select a hospital equipped for the procedure and confirm bed availability.
- Transfer medical records securely to the receiving facility.
- Obtain pre-authorization from insurance for costs and transfer.

3. Transfer and Logistics

- Arrange transport (marine, air, or ground with medical oversight if needed).
- Accommodate a companion for the patient if requested.
- Ensure legal and financial arrangements are complete (signed consent, payment).

4. Pre-Surgery Preparation

- Ensure all required pre-surgical tests are completed (e.g., bloodwork, imaging).
- Provide fasting and medication instructions to the patient.
- Communicate procedure details and recovery expectations clearly.

5. Post-Surgery Recovery

- Plan for discharge with medications and home care instructions.
- Arrange follow-up visits with the specialist.
- Organize return transport if necessary.
- Provide a 24/7 helpline for any post-surgical concerns.