

Pre Admission Booklet

San Day Surgery Hornsby



IMPORTANT

Please ensure all forms are completed either online or manually and are received by San Day Surgery Hornsby **AT LEAST 5 DAYS PRIOR to your admission.**

Patient to complete these forms:

1. Admission Form
2. Patient History Form

Doctor to complete these forms:

3. Hospital Booking Letter
4. Consent to Medical/Surgical Treatment

Please print clearly on all forms.

Options for delivering your forms:

1. Complete your forms online at sandaysurgery.com.au
2. Scan and email the forms to sandaysurgeryhornsby@sah.org.au
3. Mail or hand deliver to
1A Northcote Rd, Hornsby NSW 2077

eADMISSIONS
patient portal

San Day Surgery Hornsby
1A Northcote Road Hornsby NSW 2077
Ph: 02 9480 6888
Operated by **Adventist Healthcare** Limited
ABN 76 096 452 925

 **the San DAY SURGERY HORNSBY**

WHAT YOU NEED TO DO

To arrange your admission to San Day Surgery Hornsby please use our secure e-admissions site to complete all your admission paperwork online.

You can copy your details for any subsequent admissions so there is no need for manual forms again, and manage family members' admissions with one account. The same form is used for adult and paediatric admissions. If you are unable to complete your admission forms online, other arrangements may be made. Please contact our Reception staff (see contact details below).

1	Register a user account	Go to www.sandaysurgery.com.au and click on the eAdmissions patient portal logo To register as a new user, you will need an email address (ideally a private email address, not shared with or accessed by others) and a mobile phone. Your email address and mobile number will be validated during the new registration process. Ideally you should have a recent version of your internet browser. You should also have a recent version of Adobe Reader to easily view the content of your forms once completed.
2	Complete your e-admission	Follow the prompts to complete your online forms. It will be quicker and easier if you have the following information on hand: <ul style="list-style-type: none">■ Health Fund name and membership number■ Medicare number■ Specialist and GP name and contact details
3	What to bring	Bring the following with you when you come to the hospital: <ul style="list-style-type: none">■ Health Fund card■ Medicare card■ Concession card(s)■ A method of payment for out of pocket expenses■ Original hospital booking letter and consent form (if you have them)■ Legal documents (see page 5 for more information)

If you have any enquiries about your booking please contact us: **T:** (02) 9480 6888 **E:** sandaysurgeryhornsby@sah.org.au
Office hours: Mon – Fri 8.00am – 5.00pm (closed weekends and public holidays).

WELCOME TO SAN DAY SURGERY HORNSBY

San Day Surgery Hornsby (SDSH) is operated by Adventist HealthCare Limited, a not for profit organisation owned by the Seventh-day Adventist Church.

Caring for our patients needs is our first priority. This spirit of caring is reflected in our mission, 'Christianity in Action – caring for the body, mind and spirit of our patients, colleagues, community and ourselves'. We aim to care for the whole person, promoting healthy living, providing state-of-the-art acute healthcare, and touching people's lives through our compassionate and expert care.

Thank you for choosing us for your surgical needs. We are committed to providing the highest standard of health care in an environment designed to help you feel at ease. The information contained in this booklet will ensure that your stay with us proceeds as smoothly as possible. If you have any questions about your admission please contact our reception team who will be happy to help you.

OUR GOAL

At San Day Surgery Hornsby we are committed to helping promote your health and recovery by the best available means. Our philosophy seeks to affirm the uniqueness of the individual by looking at the integrated physical, mental, spiritual and social dimensions of each person.

EXCELLENT CARE

The San Day Surgery Hornsby boasts a team of skilled medical professionals dedicated to providing the highest standard of care and a positive outcome for patients. Our facility offers surgical services for both adults and children over 2 years of age. We also provide high quality care for intellectually disabled patients in a small and familiar environment.

BEFORE COMING TO HOSPITAL

We ask that you read the following information carefully and comply with all requests:

- Please read this booklet carefully as it provides important information that will ensure your admission process is as smooth as possible
- Please ensure all forms are completed by eAdmission or using this document, and that they are received for processing 5 days prior to your surgery
- Your Doctor will complete the Hospital Booking Letter and the Informed Consent Form, and may send these direct to SDSH. If these are given to you, please ensure you send them to us when completing your admission
- You need to complete the Admission Form and Patient History Form. If completing manually and you need additional forms these can be printed at www.sandaysurgery.com.au
- Please complete the patient history form ensuring you have answered all the questions. Your accurate weight is important as some equipment is weight restricted and your admission may need to be reviewed.

For your own safety and well-being, it is mandatory that you have organised someone to take you home and to stay with you for 24 hours if you have had a general or assisted local anaesthetic for your surgery.

If your admission has been arranged at short notice, please contact us on (02) 9480 6888 to provide relevant admission details.

MORE ABOUT YOUR FORMS

If your carer is signing the consent on your behalf, and you are not a Paediatric patient, then a copy of the relevant documentation listed below is required.

Definitions

- An **Enduring Guardian** can make personal decisions on your behalf, such as where you should live, medical treatment and services you should receive.
- A **Power of Attorney** can make financial decisions on your behalf, for example disposing of assets or operating your bank account.
- An **Advance Care Directive** refers to written instructions that relate to the provision of health care when a person is unable to make their wishes known. It is sometimes called a 'living will'.

PREPARING FOR YOUR PROCEDURE

Admission time

Our staff will contact you between 3pm and 5pm on the working day prior to your procedure to notify you of your admission time.

Free parking is available on site.

Fasting

- Specific details regarding fasting times will be provided when staff contact you, however you should not eat for 6 hours prior to your admission time. Sips of water are permitted up to 2 hours before your admission time.
- You may clean your teeth.
- Fasting requirements do not apply if you are having local anaesthetic. You may have an early, light meal.

Medication

- You should continue to take regular medication with a minimal amount of water unless otherwise instructed by your doctor.
- If you are a Diabetic and are taking one of the SGLT2 inhibitor class of diabetic drugs (also known as Gliflozins) you should contact your GP or Surgeon for instructions. It is often necessary to cease these medications 3 days prior to admission.
- If you use a continuous insulin infusion pump or administer insulin injections it is important you discuss these with your doctor or anaesthetist prior to admission.
- Your surgeon may have asked you to cease blood thinning medications; please follow these instructions.
- Some herbal (complementary / alternative) medicines may need to be ceased prior to admission as they have blood thinning properties

Additional Information

- Your Anaesthetist may contact you prior to your admission.
- If you have acquired any illness (including a cold, red eye or chest infections) since consulting with your surgeon, please notify your surgeon prior to your admission.
- You should cease smoking as soon as possible and at least 24 hours prior to your surgery. Smoking can adversely affect your anaesthetic and increases the likelihood of complications.
- Alcohol should not be consumed 12 hours prior to admission.
- Please shower before coming to the San Day Surgery Hornsby and wear loose, simple clothing which can be changed easily.
- You should not wear makeup, nail polish, contact lenses or jewellery – piercings should be removed if possible.

THE DAY OF YOUR SURGERY

Please arrive on time for your appointment so that we can prepare for your surgery. If you are delayed we would appreciate you contacting us as soon as possible.

Wear loose, comfortable clothing and comfortable shoes.

WHAT TO BRING

- Any relevant letters from your doctor
- Any original hospital admission forms or associated paperwork
- X-Rays or results of tests relevant to your condition
- Medications you would normally take during the day, including eye drops and natural therapies in the original packaging
- Reading material
- Medicare card, Pension card, Health Fund or DVA card.

INTERPRETER SERVICES

If you require the services of an interpreter, please inform us at least 2 working days prior to admission.

OPERATION TIMES

Although we make every effort to keep to scheduled times, please be aware that occasionally unforeseen circumstances can cause changes in surgery times.

PROCEDURE

On arrival, please present at the reception desk where our helpful staff will finalise your details. You will then be taken to the admission area according to the order of the theatre list for the day. A nurse will provide you with a gown to change into and prepare you for surgery. Your anaesthetist will also visit you if this is applicable for your procedure.

Your anaesthetist may require you to have some pre-operative medication before you are taken to theatre. This will help you feel more relaxed. The patient history you provide will assist the anaesthetist to plan and manage your care..

AFTER YOUR PROCEDURE

Operative procedures often involve the use of intravenous fluids and other equipment to monitor your progress. These may still be in place following surgery.

Your progress will be checked regularly by staff who will assist you in making your recovery as comfortable as possible. If you are uncomfortable, in pain or have any problems, don't hesitate to inform the nursing staff.

Light refreshments will be provided as appropriate to your surgery.

We will call your carer to inform them of your discharge time. This time frame is usually 3 to 4 hours, but is dependent on the type of surgery as well as your recovery from the anaesthetic.

VALUABLES

Please do not bring excessive cash and/or valuables with you. While all care of valuables is taken, San Day Surgery Hornsby does not accept liability for lost or damaged personal items or valuables.

HOSPITAL POLICIES

Alcohol should not be consumed for 12 hours prior to surgery as it may interact with some medications. Patients are not permitted to bring alcoholic beverages to the San Day Surgery Hornsby.

San Day Surgery Hornsby is a non-smoking environment. We ask that you and your visitors respect the health of others and refrain from smoking within our grounds.

Adventist Healthcare Limited and San Day Surgery Hornsby have a zero tolerance policy for bullying, harassment (sexual or otherwise) and discrimination. This applies to staff, all patients and visitors.

OVERNIGHT PATIENTS

Overnight admissions are at the request of the surgeon and must be made well in advance of day of admission. Where an overnight admission has been pre-arranged we will discuss what you need to bring and answer any questions during the pre-admission phone call before your surgery.

Any patients needing unexpected overnight care will be transferred to Sydney Adventist Hospital or Hornsby Ku-ring-gai Hospital.

AFTER DISCHARGE

GOING HOME

If you are undergoing a procedure that requires general anaesthetic or sedation with local anaesthetic, you will need someone **to drive you home** from the San Day Surgery Hornsby **and stay with you for 24 hours** following discharge.

If your procedure is to be performed with local anaesthetic only, you may be able to drive and care for yourself if your doctor has advised that you are safe to do so.

POST OPERATIVE CARE

For the first 24 hours following a general anaesthetic or sedation it is important that you:

- Do not drive a car
- Do not drink alcohol
- Do not remain on your own (unless approved by your specialist)
- Do not make complex or legal decisions

Your surgeon may request a follow-up appointment with you. Please contact their rooms 24 to 48 hours after your procedure to arrange this.

If you have concerns and are unable to contact your doctor, phone San Day Surgery Hornsby on **(02) 9480 6888**.

After hours, contact Sydney Adventist Hospital's Emergency Care on **(02) 9480 9000** or Hornsby Ku-ring-gai Hospital on **(02) 9477 9123**.

CHILDREN & ADOLESCENTS

The San Day Surgery Hornsby is experienced at undertaking Child and Adolescent surgery. We understand that having surgery can be stressful for both parents and children and our aim is to make you feel at ease as much as possible.

CONSENT

- Any child under 14 years of age must have the consent of at least one parent (or guardian) for surgery.
- For children between 14 and 18 years of age, consent may be signed by both the patient and their parent or guardian.
- Adolescents over 16 years of age may legally sign the consent on their own.
- You may withdraw your consent and refuse further treatment for your child at any time.

Notes:

- A special orientation is available for children undergoing surgery, to help them prepare for theatre. An appointment can be made on the day of booking.

PRE-OPERATIVELY

- Fasting – children must not eat for 6 hours before their scheduled time of surgery, or as specifically ordered by the surgeon. Sips of water are allowed up to 2 hours before surgery.
- Wherever practical and with the anaesthetist's approval, parents or guardians are permitted to remain with their child until induction of anaesthesia in the operating room. Post operatively, you can be present as soon as your child's conscious condition permits
- If desired, the child may come in their own pyjamas, dressing gown or comfortable clothes on surgery day. It is advisable to bring a spare set of clothes, including underwear.
- Please also bring any additional items for your child eg. bottle, dummy, nappies, favourite toy or book.

POST-OPERATIVELY

Refreshments will be offered, as appropriate, following your child's surgery.

PATIENTS WITH INTELLECTUAL DISABILITIES

San Day Surgery Hornsby is experienced at caring for the surgical requirements of patients with special needs including those who display challenging behaviours. We encourage family members and carers to assist us by providing appropriate information about challenges that may be encountered, and by being available on the day of surgery. This assistance allows us to tailor our care appropriately to ensure best possible outcomes for patients, carers and staff.

BARIATRIC PATIENTS

Patients weighing 140kgs or more will need to be cared for at Sydney Adventist Hospital to ensure best possible healthcare outcomes.

FINANCIAL INFORMATION

SETTLING YOUR ACCOUNT

Your San Day Surgery Hornsby account will include charges for accommodation, theatre fees, surgical supplies and prosthesis, if applicable.

Payment is due at the time of admission. Cash, credit card, cheque, direct deposit or Eftpos are accepted. All cheques should be made payable to:

The San Day Surgery Hornsby
1A Northcote Road
Hornsby 2077

Additional accounts for your Surgeon and Anaesthetist should be settled with these respective doctors, not the Day Surgery.

If you have Private Health Insurance we will submit a benefits claim form on your behalf using the health fund details on your admission form. The gap between the hospital costs and the fund's cover is to be paid at the time of admission. The benefits available under private health insurance vary considerably from one fund to another.

Please check with your health fund prior to surgery regarding the level of cover you can expect and if you are excluded from receiving any benefits.

Financial Consent

Provided your admission forms have been received by the Day Surgery prior to your admission you will be advised of any excess payable during the pre-admission call.

Uninsured patients will be provided an estimate of costs prior to admission. This is a guide only and may vary depending on the treatment you actually receive, however payment of this estimate must be made at the time of admission. Refunds will be made following discharge if required.

Workers Compensation patients, whose claims have been accepted by the Insurance Company, should contact their surgeon to confirm that their account will be covered on the day. If approval has not been received by the day of surgery the patient will be required to pay the full amount on the day.

Gold Card Veterans Affairs patients do not require approval prior to admission. Prior approval for patients with a white card should be organised through your surgeon.

ADVENTIST HEALTHCARE

San Day Surgery Hornsby is operated by Adventist HealthCare Limited.

Adventist HealthCare Limited is owned by the Seventh-day Adventist Church, and is a 'not-for-profit' organisation that operates a number of healthcare businesses including Sydney Adventist Hospital, San Day Surgery Hornsby, San Radiology & Nuclear Medicine and Sydney Adventist Hospital Pharmacy.

The organisation originated with the opening of 'Sydney Sanitarium' in 1903 – a place of health and healing where people learned to stay well. Sydney Adventist Hospital, fondly referred to as 'the San', is NSW's largest private hospital and remains the organisation's Australian flagship institution as it grows its services to meet community needs.

With over 115 years of service to the community, caring for our patients' needs is our first priority. This spirit of caring is reflected in our mission, 'Christianity in Action – caring for the body, mind and spirit of our patients, colleagues, community and ourselves'. We aim to care for individuals in a holistic manner, promoting healthy living, providing state-of-the-art acute healthcare, and touching people's lives through our compassionate and expert care.

WELLNESS & COMMUNITY SERVICES

Today there is a growing awareness of the importance of health. The underlying philosophy of Adventist HealthCare has always been based on the importance of disease prevention and promoting wellness through a balanced approach to health and lifestyle. Adventist HealthCare offers a wide range of services aimed at helping members of our community stay healthy and fit, and return to health following illness or surgery. Services available at Sydney Adventist Hospital include San Rehabilitation, San Physiotherapy and Hydrotherapy, Fox Valley Medical and Dental Centre, Cardiac Rehabilitation, Cancer Support Centre, Jacaranda Lodge accommodation, and regular free public health seminars.

For further information see www.sah.org.au or contact Sydney Adventist Hospital's Marketing and Communications department on **(02) 9480 9871** or comrel@sah.org.au

HOSPITAL BOOKING LETTER

Family Name

Given Name(s)

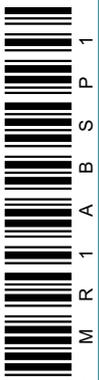
D.O.B.

AMO Name please print

DOCTOR TO COMPLETE this form

Patient Details	Title	Family Name	Given Name(s)
Date of birth	Unit / Street No./ Street Address		Home Ph
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Suburb	P/Code	Mobile Ph
Clinical Details	Provisional Diagnosis		
Diabetes	<input type="checkbox"/> Type 1 <input type="checkbox"/> Type 2 <input type="checkbox"/> Type 2 on insulin		Diabetic instructions (if applicable)
* VTE Prophylaxis	Chemical <input type="checkbox"/> Yes <input type="checkbox"/> No Mechanical <input type="checkbox"/> Stockings <input type="checkbox"/> SCD <input type="checkbox"/> No If No, state reason.....		Co-morbidities / Alerts (leave blank if nil applicable)
Confirmed MRO	(MRSA, VRE, ESBL, MRAb) <input type="checkbox"/> Yes <input type="checkbox"/> No		Other Allergies/Adverse Drug Reactions
Latex allergy	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Weight	NB patients > 140kg cannot be admitted: <input type="checkbox"/> < 110 kg <input type="checkbox"/> 110-140 kg <input type="checkbox"/> Weight > 140kg		
Admission Details	Admission date <input type="checkbox"/> Overnight expected #		
	2 0		Overnight booking confirmed 2 0
Planned Anaesthetic	<input type="checkbox"/> GA <input type="checkbox"/> LA <input type="checkbox"/> ALA <input type="checkbox"/> Topical		
Procedure Details	Operation /Procedure Date		CMBS Item No.(s)
	2 0		
	Planned Procedure(s)		
Equipment Details	Implantable device <input type="checkbox"/> Implanting Device <input type="checkbox"/> Removing device	Type Company <input type="checkbox"/> Contacted	Type Company <input type="checkbox"/> Contacted
Will the prosthesis used attract a gap payment? <input type="checkbox"/> No <input type="checkbox"/> Yes If so, gap estimate \$.....		Has informed financial consent been provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Patient Signature
Pre-operative consultation		Other instruction notes	
Anaesthetist			
Pre-operative tests	Please organise the following tests <input type="checkbox"/> ECG <input type="checkbox"/> Other		
Could this patient be pregnant? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Consent to Medical / Surgical Treatment completed <input type="checkbox"/> Specific medication orders at admission (see over)		
AMO Signature		Date/...../20.....	

Doctor / Secretary: Please scan and email this side to sandaysurgeryhornsby@sah.org.au
Photocopy for your records and hand original to patient.



PERF & PUNCH POSITIONING AS PER PREVIOUS BOOKLETS

HOSPITAL BOOKING LETTER

MR 1ABS

CONSENT TO MEDICAL OR SURGICAL TREATMENT

MRN	
Family Name	Given Name(s)
Admission Date 2 0	Admitting Doctor

I, Dr have discussed with
..... D.O.B/...../.....

the need for him / her to have the following medical treatment and/or procedure

We have discussed what alternatives are available; the nature and risks of this medical treatment and/or procedure; the risk that it may not give the expected result, and the possibility of altered or additional procedures being required. We have also discussed the fact that the medical treatment and/or procedure may involve anaesthetics, medications and/or blood transfusions, blood products and that these also carry risks. On the basis of this understanding, we agree that I perform, and he/she consent to, this medical treatment and/or procedure.

Doctor (Name) Date...../...../20.....
(Signature)

Patient (Name) Date...../...../20.....
(Signature)

OR

CONSENT BY PERSON RESPONSIBLE TO MEDICAL OR SURGICAL TREATMENT

I, Dr have discussed with
..... the person responsible for
..... D.O.B/...../.....

the need for the latter to have the following medical treatment and/or procedure

We have discussed what alternatives are available; the nature and risks of this medical treatment and/or procedure; the risk that it may not give the expected result, and the possibility of altered or additional procedures being required. We have also discussed the fact that the medical treatment and/or procedure may involve anaesthetics, medications and/or blood transfusions, blood products and that these also carry risks. On the basis of this understanding, we agree that I perform, and he/she consent to, this medical treatment and/or procedure.

Doctor (Name) Date...../...../20.....
(Signature)

Person Responsible..... (Name) Date...../...../20.....
(Signature)

Doctor / Secretary: Please scan and email this form to sandaysurgeryhornsby@sah.org.au
Photocopy for your records and hand original to patient.



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ADMISSION FORM

Family Name

Given Name(s)

D.O.B.

PATIENT TO COMPLETE BOTH SIDES of this form if an eAdmission cannot be completed

THIS HOSPITAL VISIT	Date of Admission		Admitting Dr's Name		Initials																			
	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td></td><td></td><td>2</td><td>0</td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>														2	0							
		2	0																					
PERSONAL DETAILS	Have you attended The San Day Surgery Hornsby as a patient before?																							
	<input type="checkbox"/> No <input type="checkbox"/> Yes (under what name).....																							
Title	Family Name		Given Name(s)																					
Preferred Name		Previous Family Name (if applicable)		Date of birth	Gender																			
				<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>											<input type="checkbox"/> Male <input type="checkbox"/> Female									
Marital Status					Home Ph																			
<input type="checkbox"/> Married (including defacto) <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Divorced																								
Unit No.	Street No.	Street Name			Work Ph																			
Suburb		P/code	Email address		Mobile																			
Pre-operative Instructions																								
<input type="checkbox"/> Phone call - preferred number <input type="checkbox"/> SMS/E-mail																								
Postal address same as above		If No, postal address			Sydney Contact No.(s) if not from Sydney																			
<input type="checkbox"/> Yes <input type="checkbox"/> No		Suburb		P/code																				
Country of Birth		Country of Residence		Occupation	Religion																			
Language spoken at home																								
<input type="checkbox"/> English <input type="checkbox"/> Other Interpreter required <input type="checkbox"/> Yes <input type="checkbox"/> No																								
Are you (is the person) of Aboriginal or Torres Strait Islander Origin?																								
<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, both Aboriginal and Torres Strait Islander <input type="checkbox"/> Decline to answer																								
Usual GP's name		Address			Phone No.																			
		Suburb		P/code	Fax No. (if known)																			
PERSONS TO CONTACT	Name		Relationship		Home Ph																			
	Street address (if different to above)				Work Ph																			
	Suburb			P/code	Mobile																			
Name of other Emergency contact				Contact Phone No.(s)																				
<i>If you are claiming through the Department of Veteran's Affairs or Workers' Compensation please go to next page</i>																								
Do you have private health insurance? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please provide details below																								
PRIVATE HEALTH FUND	Fund name		Client / membership No.	Table / type of cover	Relationship of patient to contributor																			
	Contributor's Title	Family Name		Given Name(s)	Home phone No.																			
	Contributor's address if different from patient's personal street address?				P/code																			
Have you been in this fund / table for over 12 months?																								
<input type="checkbox"/> Yes <input type="checkbox"/> No If No, have you transferred from another fund?																								
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, which fund?.....																								

Return to: San Day Surgery Hornsby 1a Northcote Rd Hornsby 2077 or email to sandaysurgeryhornsby@sah.org.au

PERF & PUNCH POSITIONING AS PER PREVIOUS BOOKLETS



ADMISSION FORM

MR 1AAS

PATIENT HISTORY FORM

- Have you had an admission to San Day Surgery within the past 6 months? No Yes If yes, please sign here if there have been no changes in your medical history in the last 6 months.

Signature Date/...../20.....

- If there have been changes within the last 6 months, or if you have not been here within the previous 6 months, please complete the patient history form.

Family Name.....

Given Name(s)

D.O.B.

Admission Date	Admitting Doctor
<input type="text"/>	<input type="text"/>

Please answer EVERY question on both sides of form if an eAdmission cannot be completed

Do you have or have you had:			
Endo.	Diabetes	Y	N
	Controlled by: <input type="checkbox"/> diet <input type="checkbox"/> tablet <input type="checkbox"/> injection		
Resp.	Bronchitis / asthma / emphysema etc	Y	N
	Specify Do you use: <input type="checkbox"/> nebulisers <input type="checkbox"/> puffers <input type="checkbox"/> home oxygen		
Cardiovascular	High blood pressure	Y	N
	<input type="checkbox"/> Previous deep vein thrombosis <input type="checkbox"/> Pulmonary embolism <input type="checkbox"/> Varicose veins	Y	N
	Artificial implants / devices / grafts: <input type="checkbox"/> coronary artery bypass <input type="checkbox"/> coronary/vascular stent <input type="checkbox"/> artificial heart valve <input type="checkbox"/> pacemaker		
GIT	Gastric ulcer / reflux / hiatus hernia	Y	N
	Jaundice	Y	N
Musculo-skeletal	Arthritis	Y	N
	Back / neck injury or problems	Y	N
Neurology	Fits / faints / funny turns / epilepsy	Y	N
	Stroke / mini stroke / TIA If yes, any residual weakness, please specify	Y	N
	Previous falls / unsteady on feet	Y	N
	Short term memory loss / dementia / developmental delay	Y	N
Renal	Kidney trouble / dialysis / renal impairment	Y	N
	Stoma Specify	Y	N
General Health	Do you, or have you smoked in the past?	Y	N
	Do you drink alcohol?	Y	N
	Past history of drug dependency	Y	N
	Disturbed sleep pattern / sleep apnoea	Y	N
	Depression / mental illness / anxiety	Y	N
	Could you be pregnant?	Y	N
	Do you have chronic pain?	Y	N
	Do you have a current pressure area or any areas of broken skin?	Y	N
	Do you have a history of a multi-resistant organism? eg. MRSA, VRE, other	Y	N
Previous Surgery	eg. Coronary artery bypass, brain, liver or pancreatic surgery, hip replacements	Y	N
	Problems with anaesthetic eg. nausea, vomiting, malignant hyperthermia	Y	N
	Cancer / Lymphoma / Leukaemia Date: / / Site:	Y	N
	Transplants	Y	N
Other	Do you, or any relatives, have Creutzfeldt-Jakob Disease (CJD)?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	Do you have a 'medical in confidence' letter regarding CJD?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	Have you had Human Pituitary Growth Hormone prior to 1986, or neurosurgery/spinal surgery prior to 1990?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
	Do you have an unexplained progressive neurological illness in the last 12 months?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes

Return to: San Day Surgery Hornsby 1a Northcote Rd Hornsby 2077 or email to sandsurgeryhornsby@sah.org.au



PERF & PUNCH POSITIONING AS PER PREVIOUS BOOKLETS

PATIENT HISTORY FORM (SDSH) MR 26AS

Family Name

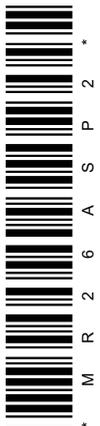
Given Name(s)

D.O.B.

PATIENT HISTORY FORM

(continued)

Height & weight details		Height <input type="text"/> cm	Weight <input type="text"/> kg
Dietary requirements		Do you have a special diet? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>Specify</i>	
Prosthetics / Aids / Other			
Visual aids	Y N	<input type="checkbox"/> Glasses <input type="checkbox"/> Contact lenses <input type="checkbox"/> Eye prosthesis	
Hearing aids	Y N	<input type="checkbox"/> Left <input type="checkbox"/> Right	
Walking aids	Y N	<i>Specify</i>	
Dentures	Y N	<input type="checkbox"/> Upper <input type="checkbox"/> Partial <input type="checkbox"/> Full	
		<input type="checkbox"/> Lower <input type="checkbox"/> Partial <input type="checkbox"/> Full	
Allergies & Sensitivities		<i>Please document any known allergies or sensitivities eg. medications, latex, plants, tape</i>	
Allergies / Adverse Drug Reactions		Sensitivities	Reaction
Food allergy			
Your current Medications		<i>Please include tablets, capsules, puffers, nebulisers, patches, insulin, eye drops. Consult your GP or specialist(s) if you are unsure of any details about your medications or which medications should be ceased prior to your surgery. Bring to the hospital all current medication you are taking, in their original individual packaging (ie. not in Webster or Doset packs)</i>	
Prescription Medication	Strength	Dose & Frequency	Purpose
Geranin (example)	100mgs	one tablet twice a day	
<i>If you are taking any non-prescription medication eg. Complementary therapies, natural therapies, herbal preparations or vitamins, please specify</i> NB: All complementary medicine should be ceased 10 days prior to admission (unless otherwise instructed by your doctor)			
Non- Prescription Medication	Strength	Dose & Frequency	Purpose
Does someone assist you to manage your medications at home? <input type="checkbox"/> Yes (who.....) <input type="checkbox"/> No			
Discharge planning & social aspects	Do you live alone? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, with whom?		
	Who is your main carer?		
Going home	Do you receive community services? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, <input type="checkbox"/> Nurses <input type="checkbox"/> Home Care <input type="checkbox"/> Meals on Wheels		
	Who will be taking you home and be with you for 24 hours?		
SIGNATURE PATIENT / CARER	Name		Relationship
	Best contact phone no		Or mobile no.
	I have carefully read all the above and I certify that the information I have given is correct and true to the best of my ability.		
Signature		Form completed by:	
Date/...../20.....		Patient/Sign.	
		Carer/Sign.	



RIGHTS & RESPONSIBILITIES

Patient healthcare rights – I have a right to:

ACCESS

- Healthcare services and treatment that meets my needs

SAFETY

- Receive safe and high quality healthcare that meets national standards
- Be cared for in an environment that is safe and makes me feel safe

RESPECT

- Be treated as an individual, and with dignity and respect
- Have my culture, identity, beliefs and choices recognised and respected

PARTNERSHIP

- Ask questions and be involved in open and honest communication
- Make decisions with my healthcare provider, to the extent that I choose and am able to
- Include the people that I want in planning and decision-making

INFORMATION

- Clear information about my condition, the possible benefits and risks of different tests and treatments, so I can give my informed consent
- Receive information about services, waiting times and costs
- Be given assistance, when I need it, to help me to understand and use health information

ACCESS MY HEALTH INFORMATION

- Be told if something has gone wrong during my health care, how it happened, how it may affect me and what is being done to make care safe

PRIVACY

- Have my personal privacy respected
- Have information about me and my health kept secure and confidential

GIVE FEEDBACK

- Provide feedback or make a complaint without it affecting the way that I am treated
- Have my concerns addressed in a transparent and timely way
- Share my experience and participate to improve the quality of care and health services

PARENTAL RIGHTS

- Exercise my rights as a parent or guardian of a child
- Choose to stay with my child at all times except when the provision of health care precludes this
- Make decisions regarding consent to treatment of my child if they are under 14 years of age
- From the age of 14, children may seek treatment and provide consent or make decisions jointly with their parents or guardian

ACCESS TO MEDICAL RECORDS

- Access information contained in my medical records
While in hospital – contact the Nursing Unit Manager
After discharge:

For Sydney Adventist Hospital: Please contact the Medical Records Department

For San Day Surgery Hornsby: Please contact the Manager of San Day Surgery Hornsby

Patient healthcare responsibilities – We would like you to:

SAFETY

Tell us of your safety concerns.

- You should let staff know as soon as practicable if you think something has been missed in your care or that an error might have occurred
- You should explain any circumstances that may make your health care more risky or any other safety concerns that you may have

RESPECT

Consider the wellbeing and rights of others.

- You should always respect the wellbeing and rights of other patients, visitors and staff by conducting yourself in an appropriate way – this includes respecting the privacy and confidentiality of others
- Patients and their visitors are requested to be respectful to all health care professionals who care for them – verbal and/or physical abuse will not be tolerated
- You should respect hospital property, policies, regulations and the property of other persons

PARTNERSHIP

Follow your treatment, co-operate and participate where able.

- Where possible you should take an active role in your health care and participate as fully as you wish in the decisions about your care and treatment. We also encourage your family, other carers or chosen support person to be actively involved. With your consent, they can also receive information and be involved in making decisions with you about your care
- You should endeavour to follow your treatment, and inform your health provider when you are not complying with your treatment
- You should cooperate fully with the doctor and clinical team in all aspects of your treatment
- You must let staff know if there are changes to your condition or new symptoms
- You should keep appointments or let the health provider know when you are not able to attend

INFORMATION

Provide information regarding your medical history and ask questions

- Be as open and honest with staff as you can, including giving comprehensive & accurate details of your medical history, past surgeries and all medications you may be taking
- Ask questions of staff if you would like more information about any aspect of your care

ACCESS

When you have been advised you can be discharged, we would like you to be ready and have arranged to be picked up by 10am. If you require any assistance, please speak to your nurse.

ADVANCE CARE DIRECTIVE / POWER OF ATTORNEY / GUARDIANSHIP

Please inform your health professional if you have a current Advance Care Directive, Enduring Guardianship or Power of Attorney for any health or personal matters, or if you are by law, subject to a guardianship order.

TAKING PHOTOS, VIDEO & AUDIO RECORDINGS

To protect the privacy and rights of all individuals at AHCL, patients and their families are not to take photos, video or audio recordings of staff, doctors, volunteers, other patients or visitors without their consent while in our facilities.

Please speak to a staff member or the manager of the area if you have any questions regarding this.

PAY FEES

You should promptly pay the fees of the hospital and your attending doctor.

COMPLAINTS / FEEDBACK

You should direct any complaint to a staff member or the manager of the area so that immediate and appropriate action can be taken to remedy your concern.

LIMITATIONS WITH ACCESS TO SERVICES

Adventist HealthCare is not able to accommodate all patients and all conditions. There may be situations where AHCL considers that it cannot optimally care for a patient and in that case would attempt to refer the patient to another health care provider.

In addition, AHCL may refuse to admit a person in other circumstances including: where AHCL is not authorised to provide treatment; where services required are not provided by AHCL; and where the admission may be financially prohibitive. AHCL will comply with its applicable legislative and contractual obligations in making these decisions.

HOW TO GIVE COMPLIMENTS OR MAKE COMPLAINTS ABOUT YOUR CARE

San Day Surgery Hornsby welcomes any feedback so that we can continually strive to improve our standards and service. Your comfort, care and safety are extremely important to us and if we are doing something well or we need to improve in any area of our work we welcome your comments and suggestions.

You can provide feedback either directly to the San Day Surgery Management or there are other options for you to consider if you are not comfortable with providing direct feedback or not satisfied with how your feedback was dealt with.

Our contact details for compliments, complaints or concerns

Quality Manager
San Day Surgery Hornsby
1a Northcote Road
Hornsby NSW 2077
Phone 02 9480 6888
Email customerfeedbackSDSH@sah.org.au

For direct feedback:

Compliments

We welcome your feedback. Feedback forms are available in reception or Discharge Lounge in the Day Surgery. The form can be emailed or mailed to the contact details above.

Complaints or concerns

You have a right to make comments or complain about your care. We welcome your feedback and will appoint an appropriate person to address your concerns. Your care will not be adversely affected by making a complaint.

Who to contact regarding complaints / concerns

You should contact the manager or person in charge for problems experienced while you are at San Day Surgery Hornsby.

For non direct feedback to Adventist HealthCare Limited:

Should you want to speak with someone outside the San Day Surgery Hornsby you can also contact the Adventist HealthCare Limited Quality Management Department.

Quality Management Department
Adventist HealthCare Limited
185 Fox Valley Road Wahroonga
NSW 2076
Phone 02 9480 9888
Email customerfeedback@sah.org.au

It is always best to try and resolve your complaint with your health service provider. If you have tried this and are still unsatisfied, you can make a complaint to the Health Care Complaints Commission.

www.hccc.nsw.gov.au

PERSONAL INFORMATION & PRIVACY FOR PATIENTS

San Day Surgery Hornsby is a division of Adventist HealthCare Limited (AHCL). The following AHCL policy applies to Personal Information and Privacy.

Adventist HealthCare Limited (AHCL) recognises and respects every patient's right to privacy. We will collect and use the minimum amount of personal information needed for us to ensure that you receive a high level of health care. AHCL will always endeavour to manage your information to protect your privacy.

This includes both paper & electronic records.

PERSONAL INFORMATION WE USUALLY HOLD:

- Your name, address, telephone and email contact details
- Health fund details
- Date and country of birth
- Next of kin
- Occupation
- Health information
- The name and contact details of your General Practitioner and your referring doctor
- Returned Service information
- Religious beliefs or affiliations (if provided)
- Marital status
- Transaction details associated with our services
- Indigenous status and language spoken at home (for the Department of Health)

WHAT WE DO WITH PERSONAL INFORMATION:

1. We will collect it discreetly.
2. We will store it securely.
3. Subject to what we say in this section, we will only provide your personal information to people involved in your care.
4. We will provide relevant information to your health fund, or the Department of Veterans' Affairs, Medicare Australia, Cancer Council, NSW Department of Health or to other entities when we are required by law to do so.
5. After removing details that could identify you, we may use the remaining information to assist with research and service improvement projects. We are also required to provide this kind of information to government agencies.
6. AHCL operates teaching hospitals and we may use personal information in the training and education of medical, nursing and other allied health students.
7. We will destroy our record of your information when it has become too old to be useful or when we are no longer required by law to retain it.
8. We may use the information to contact you. By providing your email address, we assume permission to use this address for administrative communications (for example, receipts) regarding your hospital visit, and information about the hospital.
9. We may share your contact details with the San Foundation. The San Foundation provides patients with information, newsletters and details about fundraising appeals. The San Foundation may use the information to contact you.

NEWSLETTERS & OTHER MAILED INFORMATION

In the future AHCL and/or the San Foundation may send you information about our programs, services and activities in the form of newsletters and details about fundraising activities. If you do not wish to receive this information, you may notify the Privacy Officer (see contact details at end of this section). Mail outs to you will cease as soon as possible after your notification.

Your rights

1. You may give consent for us to use your personal information to provide you with health care services, or you may withdraw your consent at any time. If you withdraw consent for AHCL to use your personal information, this may reduce our ability to provide you with services.
2. You may ask us to limit access to your information. You may separately:
 - a) Refuse to be seen by a chaplain or representative of your faith while in hospital;
 - b) Refuse to have your Discharge Summary sent to your General Practitioner; or
 - c) Refuse to receive information about future AHCL events, services and fundraising appeals by signing the 'Use of Personal Information' form. These forms are available on admission or through the Privacy Officer (see contact details at end of this section).

If you have a specific requirement for restricting access by someone to your information please also inform us about this as soon as possible.

3. You may ask us to give you (or another individual) access to your personal information. In most cases we will allow you to have access to your personal information. We may also provide a person to assist you and we may charge a fee for providing printed copies of reports.

We may not provide you (or your responsible person) with access to your personal information if a doctor feels that it may be harmful to do so.

4. You may ask us to correct any error in your personal information.
5. You may make a privacy-related complaint if you feel that the Hospital has not kept your information confidential or has not maintained your privacy.

PRIVACY CONTACT DETAILS

SAN DAY SURGERY HORNSBY

Phone: 02 9480 6888

Email: privacySDSH@sah.org.au

or write to:

San Day Surgery Hornsby
1A Northcote Road, Hornsby NSW 2077

You may contact the Privacy Commissioner if you are not satisfied that the Hospital has resolved your complaint.

TEACHING HOSPITAL

An important component of Adventist HealthCare's role in meeting community healthcare needs is the provision of clinical education and placements for medical, nursing and other allied health trainees – which may involve education and placement at San Day Surgery Hornsby. Participation of trainees may include observation and involvement in your care while under appropriate supervision. You are free to refuse to allow a trainee to participate in your care at any time. Your refusal will not adversely affect the treatment you receive.

CHAPLAINS

AHCL is a Christian organisation and we are committed to wholistic care, including your spiritual needs while you are receiving care, whatever your faith.

Chaplains and Spiritual Caregivers are part of our care team and accredited community representatives regularly visit our hospitals.

You may request a visit from a representative of your faith, or you may request that no chaplain or visiting faith representative call on you while you are a patient in an AHCL hospital.

HOW TO FIND US



There is a range of public transport options available, enabling easy access.

- Hornsby train station on the North Shore line is 2km from the hospital
- A regular bus service is available from Hornsby Station to Palmerston Road
Visit www.transportnsw.info for more information
- Reception will happily call a taxi for your convenience

Free parking is available onsite and in adjacent streets

1A Northcote Road, Hornsby NSW 2077

Ph: 02 9480 6888

www.sandaysurgeryhornsby.com.au

Operated by **Adventist HealthCare** Limited ABN 76 096 452 925