

Checklist for Patients proceeding with Surgery

PRIVATE HOSPITAL

- ❑ **Hospital Admission Forms** – You can complete this *either online or on paper*.
 - For patients wanting to complete this *online*, the websites for each hospital are as followed:
 - SAN (Sydney Adventist Hospital)
 - <https://eadmissions.sah.org.au/>
 - Mater Hospital North Sydney
 - <https://svha.eadmissions.org.au/>
 - Gosford Private Hospital
 - <https://gosfordprivate.com.au/patients/admissions/online-admission-form>
 - Baringa Hospital (Coffs Harbour)
 - <https://www.baringaprivate.com.au/For-Patients/Online-Admission-Form>
 - ❑ **Quote for Prof Sidhu's fees**
 - You will be emailed or posted a quote with Prof Sidhu's fees for surgery
 - Please follow the instructions in the email/letter
 - If you do not receive this within a week of your appointment, please contact our rooms.
 - ❑ **Check with your Private Health Insurance Cover**
 - On your quote, there will be a section that says "Item Numbers"
 - Please contact your private health insurer, quote those item numbers and ask them "if they cover those item numbers in a private hospital?"
 - If Yes, that is fine – you do not need to do anything else
 - If No, please contact our rooms so that we can see how we can help
 - By ensuring that you are covered, it will mean that your hospital stay will definitely be covered apart from your excess fee as per your agreement with your private insurer. Otherwise, you may be liable to a very large cost.
 - **N.B: They may ask if Prof Sidhu participates in the gap cover scheme – unfortunately, he does not**
 - ❑ Read over **carefully** the **Preparation for Surgery document**
 - Ensure that you are not on or plan to stop all of medications/supplements that are listed on the document - unless otherwise advised by Prof Sidhu/his team
 - If you are unsure, please contact us
- ONLY IF PROF SIDHU HAS ASKED YOU TO COMPLETE THE FOLLOWING**
- ❑ **Vocal Cord Checks**
 - Please organise an appointment *prior to your surgery* to see the ENT surgeon which Prof Sidhu has referred you to
 - Please note that you will need to see them at least twice – prior to your surgery and after your surgery
 - ❑ **Scans (Radiology)/Blood Tests**
 - Please organise this appointment as soon as possible – this allows Prof Sidhu to have sufficient time to review the results prior to your surgery
 - If you are unable to get in prior, please contact the rooms straightway on 02 9437 1731.

For any issues or questions, please do not hesitate to contact our rooms on 02 9437 1731.

Checklist for Patients proceeding with Surgery

PUBLIC HOSPITAL

Hospital Admission Forms –

- Complete the paperwork **AS SOON AS POSSIBLE**
 - It is in **your best interest to do this ASAP** as your waiting period will **ONLY START** when the hospital receives the paperwork & **NOT** on the day you see Prof Sidhu
- Once completed, **give it in or post it to the hospital Prof Sidhu has circled/ticked at the front** (*address at the front*)
 - If you post it, we recommend having **tracking** – as the form contains important information & to ensure that the hospital has received it
 - **Without the hospital receiving your paperwork, the operation cannot be scheduled nor can it proceed regardless of your urgency/status**
- You will receive a letter from the hospital when they have received the paperwork to indicate that your waiting period has begun – they will advise us as well

Read over **carefully** the **Preparation for Surgery document**

- Ensure that you **are not on or plan to stop all** of medications/supplements that are listed on the document - unless otherwise advised by Prof Sidhu/his team

ONLY IF PROF SIDHU HAS ASKED YOU TO COMPLETE THE FOLLOWING:

Vocal Cord Checks

- Please organise an appointment **prior to your surgery** to see the ENT surgeon which Prof Sidhu has referred you to

Scans (Radiology)/Blood Tests

- Please organise this appointment as soon as possible – this allows Prof Sidhu to have sufficient time to review the results prior to your surgery

If you are unable to get in prior, please contact the rooms straightway on 02 9437 1731

General information regard to Public Hospital Date of Surgery:

- **We will contact you** when a surgery date for you becomes available – we endeavour to provide notice around 1-2 months prior to the date
- For **most patients**, you will be required to attend **pre-admission** at the hospital – this is for the anaesthetist and will take a few hours. The pre-admission occurs on a separate day to your date of surgery and the hospital will contact you for this.
 - For **patients who live in Coffs Harbour coming down to Sydney for surgery** - when the hospital calls you to arrange this, advise them of where you live and they will make alternate arrangements for you.
- Please note that as you are going through the public system, **there is a chance that your surgery will be cancelled and postponed** due to an urgent patient or emergency trauma patient. If such happens, your surgery will be pushed back to the next date (*usually 2-4 weeks afterwards*).

For any issues or questions, please do not hesitate to contact our rooms on 02 9437 1731.