

DOCUMENT	REQUIREMENTS
CONSENT	<input type="checkbox"/> Laterality verified against imaging & surgical H&P, & is consistent with booking & other pre-op documents <input type="checkbox"/> Procedures match on consent & schedule <input type="checkbox"/> Consent form in patient's preferred language <input type="checkbox"/> If used, interpreter is part of the NYEE language bank <input type="checkbox"/> Supporting documentation if someone other than patient signed (i.e., health care proxy, guardianship, letter from facility stating who is the decision-maker for patient)
PRE-SURGICAL ORDERS & H&P	<input type="checkbox"/> Completed within 30 days of surgical date <input type="checkbox"/> All sections completed except for "surgeon attestation" <input type="checkbox"/> Clinical history, allergies, and preferred language are consistent on all documents
PRE-OP MEDICAL EVALUATION	<input type="checkbox"/> Physical exam was done within 30 days of surgical date (no addendums) <input type="checkbox"/> Statement of clearance/optimized for planned surgery <input type="checkbox"/> Physical exam fields have individual check marks or worded comments (no line to mark all boxes) <input type="checkbox"/> Provider information is complete (printed name, signature, date & time, license #)
EKG	<input type="checkbox"/> If needed, completed within 6 months of surgery <i>*See Pre-Surgical Testing Requirements grid to determine if needed</i>
LABS	<input type="checkbox"/> If needed, drawn within 60 days of surgery <i>*See Pre-Surgical Testing Requirements grid to determine if needed</i>
FURTHER WORKUP	<i>*See Pre-Surgical Testing Requirements</i>

REQUIREMENTS FOR ALL DOCUMENTS:

- ☐ Laterality consistent across all documents
- ☐ Physical signatures of MD, witness, and patient (no typed signature nor JPEG of signature)
- ☐ Signature dates are true & accurate
- ☐ No deletions, white-outs & edits, nor additions to documents after signature
- ☐ No prohibited abbreviations
- ☐ Name & date of birth are on **ALL** pages of documents & match legal ID
- ☐ Handwriting is legible (if outside MD paperwork is not legible, please request supporting documentation) & documents are not blurry
- ☐ Pediatric forms used if patient is < 18 years old
- ☐ Completed paperwork uploaded to OMP 72 hours prior to surgery

SIGNATURE: _____ **DATE:** _____

Please promptly respond to all communication from NYEE chart review department to avoid delays and/or cancellations on day of surgery