**Closing of the Elective Surgery Schedule - Guidelines**

**September 20, 2012**

* The Surgical Schedulers at the BSC will print the elective schedule “as it exists for tomorrow” at 3:30 pm each weekday and fax it to the person(s) who do Anesthesia assignments.
* The completed Anesthesia Assignments are due back to the Surgical Schedulers by 4:45 pm. The schedulers will transcribe the assignments into the Web Schedule for broader distribution.
* Surgery Scheduling will continue to receive and process scheduling requests until 5:00pm each weekday.
* **Scheduling requests received after 3:30 pm for surgery starting before 5:30 pm the following day will be processed in the following manner:**
  + **At BL, BW, MHC, HDVCH** acute care sites, the existing next day schedule processes will be followed
  + **At the ASCs:**

Surgical Site Leadership will be contacted by Surgical Scheduler (Chain of command: Supervisor, Service Line Manager, Nurse Manager) to inform site of request to add an additional case.

Surgical Site Leadership will be responsible for contacting Anesthesia Leadership and determining if staffing and supplies/equipment are adequate to add the case. (Anesthesia chain of command: Site Liaison, Todd Emery, Mark Sink)

Final Approval/Denial Decision is communicated back to Surgical Scheduler who will process the scheduling request accordingly.