



**SURGEONS CHOICE MEDICAL CENTER/  
OAKLAND NURSING CENTER /  
SURGEONS CHOICE MACOMB CENTER /  
SURGEONS CHOICE IMAGING CENTER**  
22401 Foster Winter Drive

Southfield, Michigan 48075

Phone (248) 423-5100

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### **Steps to Surgery:**

1. Surgical Boardings are received via Faxage (faxes go to email) by Surgery Boarding, Registration, Admitting, PAT and Surgery.
2. Boarding is reviewed, any additional information needed is obtained, and the surgery is then added to the OR schedule by Surgical Boarding.
3. Boardings are forwarded to the Registration Department for Pre-registration and to verify and obtain surgical insurance authorizations. Registration also follows up with missing information for boarding. If the patient is to be admitted to the hospital, Inpatient Admissions obtains insurance authorization.
4. Pre-admission testing contacts the patient to set up PAT testing and verifies all patient information.
5. Patient is contacted by Patient Registration regarding any payments on their account that may be due on the date of their surgery.
6. The afternoon before the patient's scheduled procedure, the patient is notified by Pre-Admission Testing of their arrival time for surgery and any additional instructions.
7. Patient arrives on the day of their scheduled surgery and reports to Patient Registration for Check-In.
8. Registration verifies patient information and adds information as needed. Collects any money that is due at time of service. Patient signs financial responsibility and consent forms. The patient (and their chart) is then escorted to the surgical floor.