



## PRE-ADMISSION

In anticipation of a scheduled surgical procedure, hospital stay can be preceded by pre-admission. The pre-admission service carries out services that are usually part of the screening for anesthesiological suitability. Such health services are organized over one or more days, and you will be prepared for the surgical procedure via the following diagnostic examinations:

- *blood collection for hematochemical tests;*
- *electrocardiogram;*
- *possible specialist examinations and radiological examinations (thorax rx, cardiological examination, etc.);*
- *anesthesiological examination (the most suitable anesthesiological procedure for you will be explained and your informed consensus for anesthesia required).*

Tests and examinations carried out during pre-admission are free of charge, if followed by the surgical procedure; in case of voluntary renouncement of the surgical procedure, payment of the medical fee for the services and examinations carried out will be requested.

The referral of the General Practitioner is only necessary for admission.

Before beginning services a consensus form will be handed out to you, to return signed for acceptance. For minor patients the form must be signed by both parents or a guardian.

If it is necessary, and we are previously informed, we can guarantee the presence of a linguistic-cultural operator (interpreter).

## DOCUMENTS REQUIRED FOR PRE-ADMISSION

For **Italian nationals** the following are required:

- *valid identity document;*
- *Regional Services Card (Carta Regionale dei Servizi) or health card and tax code.*

For **nationals of the European Union**, apart from a valid identity document, the European Health Card (TEAM) or E112 form is required.

For **non-EU nationals** the following are required:

- *valid residence permit or application for renewal sheet;*
- *health card or insurance policy or S.T.P. (Straniero Temporaneamente Presente or Temporarily Present Foreigner) regional code;*
- *valid identity document.*

For all **minors** health card and identity documents of the parents, or the legal guardian, apart from the minors documents are required. The presence of **both parents**, or guardian, during all the services provided by the structure is required.

## PREPARATIONS FOR PRE-ADMISSION DAY

The evening before pre-admission we recommend to have a light meal and avoid alcoholic beverages (wine, beer, spirits).

For blood collection, **fasting for at least 6 hours** is required and only drinking water is allowed (for pediatric age patients, no fasting is required).

**No treatment must be suspended.** We remind you to take medicines in the usual hours, bring them along and inform the health operators.

**Diabetic individuals**, under insulin therapy, will have to bring the medicines to take after breakfast and possibly lunch.

During the medical examinations there will be waiting times, required for both performance and reporting of tests, and the services capacity to carry out the required specialist visits. Priority criteria are determined by the services, on the basis of urgency, emergency and health conditions and age of the patient.

**We recommend to bring all the health documents, even those not concerning the main pathology.** The physician might decide to keep some documents for consultation that will be returned to you at hospital discharge.

The Foundation has 4 pre-admission services, divided according to the area of belonging. On the basis of the type of surgical procedure, you will be contacted by the concerned administrative office by telephone, which will tell you the pre-admission date, providing answers for any queries.

## ADULT POLYSURGICAL UNIT PRE-ADMISSION SERVICE LAMARMORA BLOCK

Generally organized in **one day (from 7.30 a.m. to 4.30 p.m.)** and located at the Lamarmora block, at the 4<sup>th</sup> floor (Via Lamarmora n.5 entrance).

In case of examination extension, further returns are scheduled in successive days.

During the pre-admission day it is not necessary to bring necessary items for admission. At about 12.30 p.m. a cold meal will be provided.

Upon request, we issue certification for the employer.

**Telephone Lamarmora Pre-admission Administrative Office: 02 5503.4607.**

Management of calls concerning admission for performance of surgical procedures is carried out directly by the unit administrative offices, whose phone numbers are reported below for any communications or enquiries.

- Audiology/ Otorhinolaryngology 02 5503.2823
- General Surgery 02 5503.5827/5828
- Emergency Surgery (for elective surgical procedures) 02 5503.3298/3225
- Hepato Bilio Pancreatic Surgery 02 5503.5622
- Maxillofacial Surgery/Odontostomatology 02 5503.8621
- Thoracic Surgery 02 5503.3768/3771
- Vascular Surgery 02 5503.2438
- Neurosurgery 02 5503.5545
- Neuroradiology 02 5503.5544

- Ophthalmology 02 5503.3905
- Orthopedics/Traumatology 02 5503.3287
- Kidney Transplants 02 5503.5622
- Urology 02 5503.4521/4505

## WOMEN'S UNIT – PRE-ADMISSION SERVICE ALFIERI BLOCK

Generally organized over **two days**, the first from 7.30 a.m. to 1.30 p.m.; the second from 8.30 a.m. to 1.30 p.m. it is located at the Alfieri block, 2<sup>nd</sup> floor (Via Commenda 10 entrance).

During the pre-admission day it is not necessary to bring necessary items for admission.

Upon request, we issue certification for the employer.

Management of calls concerning admission for performance of surgical procedures is carried out directly by the unit administrative offices whose phone numbers for are reported below for any communications or enquiries.

- Obstetrics 02 5503.2405
- Gynecology 02 5503.2267
- Hysteroscopic Gynecology 02 5503.4274
- Plastic Surgery 02 5503.4218

## PEDIATRIC UNIT - PRE-ADMISSION SERVICE ALFIERI BLOCK

Generally organized in a **single day (from 8.00 a.m. to 2.00 p.m.)**, it is located at the Alfieri block, 3<sup>rd</sup> floor (Via Commenda 10 entrance).

During the pre-admission day it is not necessary to bring necessary items for admission of the minor.

Upon request, we release certification for the employer to the parents.

Management of calls concerning admission for performance of surgical procedures is carried out directly by the unit administrative offices whose phone numbers for are reported below for any communications or enquiries.

- Pediatric Surgery 02 5503.2544
- Orthopedics 02 5503.3296
- Urology 02 5503.8690
- Otorhinolaryngology 02 5503.2823
- Audiology 02 5503.5216
- Ophthalmology 02 5503.3905
- Pediatric Gynecology 02 5503.2267
- Maxillofacial Surgery 02 5503.2107
- Pediatric Dentistry 02 5503.2629

## DENTISTRY - PRE-ADMISSION SERVICE ALFIERI BLOCK

Generally organized in a **single day**, it is located at the Alfieri block, 2<sup>nd</sup> floor (Via Commenda 10 entrance).

During the pre-admission day it is not necessary to bring necessary items for admission.

Upon request, we release certification for the employer.

Management of calls concerning admission for performance of surgical procedures is carried out directly by Pre-admission, whose phone number is 02 5503.2629.

**In case of surgeries on children**, we remind they have **to be in good health** to face surgery (for example they do not have to have a cold, temperature, influenzal conditions, allergies etc. in progress). In case a few days before admission the child had some disorder/problem, please call the administrative office for a possible postponement of the surgery.