



Standard Operating Procedures



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Name of Policy:	Anesthesia Support Request	Departments:	All Departments
Category & No.:	ANES 8.1	Effective by:	1/22/24
Version No.:	1	Revision History:	Original

Purpose: To provide a consistent way for requesting Anesthesia Support for patients from all Departments. It is essential that all Anesthesia Support is requested according to this SOP.

Prerequisite(s): Ability to access ezyVet for patient scheduling, forms, and viewing/approving Anesthesia plans.

Background Information: AO = Anesthesia organizer. The Procedure Support – Anesthesia column is under Specialty Surgery's schedule in ezyVet (referred to as "Anesthesia column" below). The Anesthesia Request Form is in the Therapeutics/Procedures section under Template and is called "Anesthesia Support Template".

Procedure:

1. Place the patient on the ezyVet Anesthesia column on the correct date and requested start time (do not promise clients a specific start time). Do not change the default appointment type for that column. Do not double book or schedule at a blocked off time, as this could result in your case being cancelled or moved to a different time. The patient must be dropped off 2 hours prior to start time. The AO will try to match the time you requested but cannot guarantee a specific time. The Case Owner's department is responsible for admitting the patient and following proper discharge protocols.
2. Complete Anesthesia Request Form in ezyVet \geq 48hrs prior to procedure (12pm Fri for Mon procedures).
3. For emergent same-day procedures, contact the AO prior to placing patient on the Anesthesia column.
4. The anesthetist will enter the anesthesia plan under Therapeutic/Procedure in the clinical record for the procedure visit AND email the case owner by 24 hours prior to the procedure. The case owner is responsible for reading the plan in detail, editing as needed, and approving it by placing their initials at the bottom of the plan. The case owner must approve the plan by 4pm the day before the procedure or the case may be cancelled/rescheduled.
5. Unless you hear otherwise from the AO, your procedure will be incorporated into the anesthesia schedule on the requested date. The AO will confirm the anesthetist/estimated start time for the procedure by marking the anesthesia support appointment with green confirmation flag. The AO will make every attempt to notify the case owner \geq 24 hours prior to procedure if it needs to be rescheduled. The Case Owner will be informed ASAP if an emergency arises that results in $<$ 24-hour notice.
6. If an Anesthesiologist is requested to perform the anesthesia on the case, add the code EXANACC (\$200 fee) to the estimate. If the Anesthesiologist is running the case, they will create the anesthetic plan and approve it. This is asked in the anesthesia request template.
7. The anesthetist will put the anesthesia charges in based on the length of procedure and medications used.
8. Doctors are welcome to be present at Specialty Surgery Rounds at 7:15am in the prep room to discuss further details about the case if needed.

References: Please reach out to the Anesthesia Organizer with any questions.