

## TO BE COMPLETED BY THE ADMITTING CONSULTANT

Name: \_\_\_\_\_ Admission Date/Time: \_\_\_\_\_

Consultant: \_\_\_\_\_ Anaesthetist: \_\_\_\_\_

Proposed Operation: \_\_\_\_\_

Length of time in OR/Admission Days: \_\_\_\_\_ / \_\_\_\_\_

Surgical Procedure (*please tick*):  Routine Case  Special assistance is required by a caregiver

## OFFICIAL INFORMATION FROM BAYVIEW HOSPITAL (2014) Ltd.

Each patient, unless it is an emergency admission, is required to report to the Admissions Officer **two (2) weeks** prior to admission to complete the necessary clinical forms, discuss finances and answer any questions they might have. Your ID Card is to be presented to the Admission Officer/Receptionist on your visit.

**\*Separate fees will be charged by the Anaesthetist and the Surgeon: These fees are payable at their respective offices\***

- Based on the above information submitted by the Consulting Physician, an estimate of services will be prepared, a **DEPOSIT** will be required prior to admission.
- A complete itemized invoice will be issued upon discharge (once the Billing Officer has received all the relevant information internally and from external clinical/laboratory facilities where applicable).
- Patients whose final invoice is less than their deposit will be refunded the difference.
- Patients whose bill is greater than their deposit are required to settle their outstanding balance once discharged.
- Please note **room preference** (Private/Semi-Private/Family Suite) is subject to availability.
- The accommodation also comes with free Wi-Fi and meals for the patient. If you book the family suite, meals will be provided for one other person e.g. caregiver/next of kin.

Patients with **Health Insurance** who wish to assign benefits to Bayview Hospital (2014) Ltd. must:

- Present either a letter from the insurance company indicating the dollar amount of coverage, **OR**
- Present an insurance ID Card(s) **2 weeks prior** to admission for Bayview Hospital to verify insurance coverage.
- If the insurance coverage is less than 100%, then you are required to prepay the difference.
- If Bayview Hospital does not receive the insurance verification from your insurance company at least 24 hours before admission, the appropriate deposit will be required upon admission.

The **Admissions and Billing Officers** will be available between the hours of 8:00 am to 4:00 pm Mondays to Fridays.

All patients who are booked for **General Anaesthesia** must consult with an Anaesthetist prior to surgery. This consultation is on referral from your Surgeon.

After all financial arrangements have been honored; each patient will receive an **ADMISSION CARD** which **must** be presented on the day of admission to Bayview Hospital

## ITEMS TO BRING ON ADMISSION TO THE HOSPITAL

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| <ul style="list-style-type: none"> <li>• Basic toiletries including tissues, alcohol/alcolada/limacol</li> <li>• Sleep wear and slippers. Washcloths, bath &amp; face towels</li> <li>• Maternity patients: sanitary pads, nursing pads/bras etc.</li> <li>• Baby essentials: diapers, wipes and extra clothes etc.</li> <li>• Recommended: a car seat to transport the newborn baby</li> <li>• Clinical records e.g. maternity records, referral letters or investigative reports associated with your admission</li> <li>• Special Underwear (Cosmetic Surgery/OBGYN Surgery)</li> <li>• Have available crutches, braces, or other devices recommended by the surgeon post-surgical procedure</li> </ul> | <ul style="list-style-type: none"> <li>• Current medications. All medication bottles/packages must be legible, that is, indicate the name of the medication, dosage, frequency etc</li> <li>• Remove all hairpins/clips from your hair</li> <li>• Remove glasses/contact lenses prior to surgery</li> <li>• Remove dentures prior to surgery. Place dentures in a container</li> <li>• Do not bring any valuables such as cash or jewellery.</li> <li>• Remove any body piercings.</li> </ul> |
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## PRIVATE AND CONFIDENTIAL

Please present this completed document to the Admissions Officer/Receptionist for us to better serve you!

Thank you for choosing Bayview Hospital (2014) Ltd.