

Surgical/Invasive Services

Welcome to Main Line Health

We want to ensure the surgical experience for you, your office staff and your patients is as satisfactory as possible. We offer the following to assist in preparing for your first day of surgery at a Main Line Health hospital. We also provide you with contacts and access to the individuals within our organization that can assist you and your office throughout your surgical career at Main Line Health.

Before You Schedule Surgery...

Operating Room Orientation

We would like to offer you the opportunity to familiarize yourself with the operating room prior to your first surgery. You may contact the Operating Room Manager to schedule an appointment. We would like to offer you a tour of the facility, scrub location, and locker room. This would also be an opportunity to meet the scheduling coordinators, the specialty team coordinators, review/determine your preference cards, discuss instrument and other equipment needs and any other specialty items you may require.

Operating Site	Operating Room Manager	Telephone Number
Bryn Mawr Main OR	Marge Peterson	484-337-4904
Bryn Mawr Surgicenter	Bev Tuzzi	484-337-8104
Lankenau Main OR	Mary Flanagan	484-476-8071
Lankenau Ambulatory Procedure Center ("APC")	Ann Boyle	484-476-8134
Paoli Main OR	Dottie Moser	484-565-1486

To Schedule a Surgical Procedure...

Once a patient has been identified as needing surgery, telephone the MLH OR Scheduling Office to determine what dates and time are available to schedule the procedure.

MLH OR Scheduling Office Information

Manager, Invasive and Surgical Services
Marcy Simmons

484-596-1695

Schedulers

Lisa Erickson

Bryn Mawr Main OR

484-596-1687

Sheryl Heath

Bryn Mawr Surgicenter and Endoscopy Suite

484-596-1688

Talitha Ayres

Lankenau Main OR

484-596-1685

Sabrina Alfarano

Lankenau APC and Endoscopy

484-596-1686

Denice Hammond

Paoli OR

484-596-1694

Corrin Lehman

Cardiac Cath & EP Labs

484-596-1689

Fax Number 484-596-1691

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Once an agreeable date and time has been identified:

- Complete MLH Reservation/Procedure Booking Form. All cases require a completed MLH Reservation/Procedure Booking Form (The scheduling office will assist your office in obtaining this form. This is also available from any MLH Admissions office) faxed to the OR Scheduling Office in order for the case to be scheduled. Enter specific agreed date and time that has been provided to you by the Scheduling Office.
- For Lankenau and Paoli, fax the reservation/booking form to the MLH OR Scheduling Office (484-596-1691). For Bryn Mawr, fax the reservation to Central Registration (484-337-4518).
- When the MLH OR Scheduling Office has finalized the reservation, they will fax the Booking Form back to the surgeon's office with the assigned case number (#) written at the top of the reservation. This case number confirms that the case has been scheduled. **If you do not receive a Case #, then the procedure has not been scheduled.** Please contact the scheduling office if you do not receive a case number.
- If changes need to be made to an existing procedure reservation or if a procedure needs to be cancelled entirely, please notify the MLH OR Scheduling Office immediately by fax (484-596-1691), using the original Reservation/Procedure Booking Form, noting any new information (i.e., change in surgery date, surgeon, procedure, additional equipment needs). A faxed confirmation of the change will be sent to your office.

Schedule Finalization Process:

No elective cases should be scheduled through the MLH OR Scheduling Office after 9:00 a.m. the day prior to surgery. By 9:00 a.m., the next day's surgery schedule will be finalized by the Operating Room Schedule Coordinator. Any cases that need to be added to the next day's schedule after 9:00 a.m. should be scheduled through the Scheduling Coordinators listed below. Once the OR Schedule Coordinator has finalized the next day's surgery schedule, they will post a copy of the schedule in the OR and on the MLH Intranet Daily OR Schedule page (<http://intranet/orsos/daily/daily.asp>). Only hospital personnel and surgeons who have been granted access will be able to view the Intranet based schedules. (For further information on how to get access, please contact the ORSOS System Administrator – Marcy Simmons at 484-596-1695 or Alyce Buchholz at 484-596-1690).

Operating Room	Scheduling Coordinator	Telephone Number
Bryn Mawr Main OR	Marge Peterson	484-337-4904
Bryn Mawr Surgicenter	Bev Tuzzi	484-337-8104
Lankenau Main OR	Mary Flanagan	484-476-8071
Lankenau Ambulatory Procedure Center ("APC")	Anne Boyle	484-476-8134
Paoli Main OR	Sharon Romanoski	484-565-1022

Cases scheduled the day prior to surgery will be considered "Add Ons" and will be slotted into the OR schedule on a first come first serve basis depending on the availability of a room, any procedure specific resources, and/or the availability of the surgeon. Urgent, emergent, inpatient elective and unplanned return to surgery cases will get preference over elective add on cases. Urgent / Emergent cases must be scheduled with each OR independently.

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Any changes that need to be made to the schedule for the next day need to be called to directly to the Scheduling Coordinator at the Operating Room.

Please Note: All surgeons are expected to be dressed in scrubs and present in their assigned operating room on or before the case's scheduled start time, which is the time the patient is scheduled to enter the operating room.

For Surgeons with Block Time...

For surgeons with block time, the following schedule outlines the block release times (in business days). If a surgeon has not filled his/her assigned block with scheduled cases by the Block Release time, his/her block will become "Open Time". Cases will then be scheduled on a first come/first served basis into this "Open Time".

Block Release Times - Business Days:

All Main Operating Rooms:

CT Surgery:	1 Business Day
General Surgery:	2 Business Days
Orthopaedics:	3 Business Days
Urology:	3 Business Days
Neurosurgery:	2 Business Days
Plastic Surgery	5 Business Days
ENT Surgery	5 Business Days
Gynecology:	5 Business Days
Oral Surgery	5 Business Days
Podiatry:	5 Business Days
Pain Management	3 Business Days

Bryn Mawr Surgicenter and Lankenau APC:

General Surgery:	5 Business Days
Orthopaedics:	5 Business Days
Pain Management:	5 Business Days
ENT Surgery:	5 Business Days
GYN Surgery:	5 Business Days
Ophthalmics:	10 Business Day
Oral Surgery:	10 Business Days

BMH Surgicenter Only:

Hand Surgery:	3 Business Days
All Other Specialties:	10 Business Days

Lankenau APC Only:

Retinal Emergencies:	1 Business Day
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Requests for Block Time should be made directly to the Operating Room Manager. Surgeon utilization of their assigned block time will be evaluated periodically.

Voluntary Block Release/Vacation: If a surgeon has planned vacation/conference time, please notify the scheduling office as soon as possible. This assists us in accurately accounting for block utilization as well as opening time up for other surgeons.

Revised: June 30, 2004, February 27, 2004, September 5, 2006, December 19, 2006, February 22, 2007, September 13, 2007, October 16, 2009.

ORSOS Preference Card System

Main Line Health has an automated preference card system that is linked with MLH surgical scheduling.

We provide clinical guidance to the scheduling team in addition to creating and maintaining preference cards in the ORSOS database. We work in coordination with the STC (Specialty Team Coordinator) nurse at your site. Please give the STC your preferences for your procedures or copies of your cards from other facilities. They will send the information to us.

Our goal is to provide accurate cards for your cases. All revisions are processed within 24 hours. We refer to your existing cards at other MLH sites to ensure consistency.

Your card catalog can be printed for your review. It can also be sent to you electronically.

Please contact us with preference card questions or for any preference card services.

Thank you,

Sandra Rogers, R.N.
Clinical Manager
ORSOS Preference Card System
484-596-1710, **59-1710**
fax 484-596-1692
rogerssa@mlhs.org

Frank McNulty, R.N.
ORSOS Preference Card Coordinator
484-596-1767, **59-1767**
fax 484-596-1692
mcnultyf@mlhs.org