

## SCHEDULING GUIDELINES FOR GI LAB PROCEDURE

### For the MD

1. Bowel Prep - See the attached Bowel Prep Instructions for a colonoscopy.
  - It is recommended that the patients use GoLytely, but if unable to tolerate then use Miralax.
  - If prescribing GoLytely, a prescription will need to be written.
  - If using Miralax and the patient is diabetic, please have the patient mix the prep solution with Crystal Light or another type of non-carbonated diet drink.
  
2. ASA Classification - The following is the Shands-Jacksonville's policy for ASA classifications. Moderate sedation is appropriate for ASA level 1 and 2. We recommend that patients prescribed chronic narcotics be scheduled with general anesthesia. We have enclosed Anesthesia Screening Guidelines to assess the need for general anesthesia and therefore a Pre-Anesthesia Testing (PAT) appointment.
  - ASA 1 = normal healthy patient
  - ASA 2 = patient with mild systemic disease
  - ASA 3 = patient with severe systemic disease
  - ASA 4 = patient with severe systemic disease that is a constant threat to life
  - ASA 5 = morbid patient who is not expected to survive without operation
  
3. General Anesthesia Option - If the patient is scheduled to have general anesthesia, this appointment is to be completed 2-3 days prior to the procedure date. During the scheduling process, either at time of the original patient appointment or by GI Scheduler, the PAT appointment will be confirmed. Directions on the location of the PAT appointment will be given at the time the appointment is scheduled: Shands Jacksonville, LRC building, 1<sup>st</sup> floor
  
4. Scheduling - During your appointment with the patient, you or a designee can immediately call the GI Scheduler at 244-7687 to schedule the patient and provide the patient the procedure date.
  - If unable to reach a Scheduler, please leave a message or place a scheduling note (after August 22) in MedData.
  - The Scheduler will contact the patient and (after August 22) make a note in MedData.
  - If after 3 phone call tries, the patient is still unreachable, the GI Scheduler will notify the clinic's Referral Coordinator by phone or (after August 22) via MedData.

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5. MD Documents -
  - a) Anesthesia Screening Guidelines.....for you to use (not a part of chart)
  - b) Request for Elective Hospital Services.....place in Allscripts (serves as order for procedure)
  - c) H & P.....place in Allscripts
  - d) Consent.....to be done by GI MD in GI Lab on day of procedure
  - e) ProVation procedure report.....obtain from Portal (2-3 days after procedure)
  - f) Pathology results.....obtain from Portal
  
6. Ride Home - Please reinforce that the patient will need to bring a responsible adult to drive them home. A cab driver or bus driver does NOT qualify as a responsible adult if the patient is alone. The procedure will not be done unless a ride is verified. The procedure can be canceled or rescheduled if there is no ride home.
  
7. Patient Information - After scheduling the patient for the procedure, please give him the packet that contains your selected GI prep, map, phone numbers, and procedure information.
  
8. Contact Number - If the patient has any questions about the procedure or bowel prep, have them call 244-3735 between the hours of 8 am and 4 pm to speak with a GI nurse.
  
9. Arrival Time - A GI Lab nurse will call the patient 1-2 days before the procedure with an arrival time.
  
10. The location of the GI Lab:

Shands Jacksonville  
Faculty Clinic/LRC Building, 1<sup>st</sup> floor, GI Lab  
653 West 8<sup>th</sup> Street  
Jacksonville FL 32209  
904-244-3735 (nursing station, Preop Unit GI Lab)

  - Check in at Registration Window 6