

Dear colleagues and practice/clinic team

These guidelines are designed to help you arrange the relevant appointment and patient registration as quickly and easily as possible once narkose.ch has indicated the need for an anaesthesiological procedure.
We will be glad to assist if you have any queries.

Many thanks

narkose.ch – your partner for anaesthesia

Please follow the steps below once the need for an anaesthesiological procedure has been indicated:

1. Arranging an appointment with the secretary's office of narkose.ch

Tel. No. 052 320 01 20

It may be necessary to discuss definitive appointment dates with one of our anaesthetists if you have a preferred date or time. Please understand that final approval may not be given until the following day. We always endeavour to arrange your preferred appointment date/time for you.

2. Registration

We highly recommend getting the patient or their legal representative to complete the **“Registration”** form directly at the practice/clinic. As soon as the patient has fully answered and **signed** all questions relating to their state of health, and completed the other sections with the necessary information, the form can be sent to narkose.ch by fax. This saves you and the patient time, and is the most reliable way of ensuring the registration is promptly received by us.

Fax No. 052 320 01 21

If the patient takes the form home to complete, they are obliged to send it to the narkose.ch secretary's office on that same day or no later than the following day. Please ensure the operation and payment details have been provided in full. For the purposes of correct processing, the registration should be received by the secretary's office of narkose.ch no later than **5 days before the date of the operation**.

3. Pre-operative examination and assessment

3.1. By the family doctor/GP:

The need for a pre-operative examination by the GP is detailed on the registration form. The criteria for this are stated in the last section on the second page.

If the aforementioned criteria have been met, a medical examination **must** be arranged by the patient, and a relevant report sent to the secretary's office of narkose.ch, marked to the attention of the responsible anaesthetist.

To do this, the patient requires the **"Information for physicians"** form, marked to the attention of the examining GP.

3.2. By the anaesthetist:

The anaesthetist must assess the patient's ability to undergo outpatient anaesthesia.

The responses to the health questions on the registration form and any existing – or newly composed (Pt. 3.1.) – GP report will assist him/her with this.

The criteria listed below mean a patient **must** be referred to the anaesthetist for a **consultation assessment of their ability to undergo outpatient anaesthesia**:

1. Findings known already or made by the surgeon based on the medical history and/or examination, and which suggest illnesses or circumstances which increase risks.
2. Existing medical reports mentioning limited functioning of vital organs (cardiovascular system, airways/lungs, metabolism, central nervous system, endocrine system) or describing any kind of syndrome.
3. Age over 70 years or under 2 years

Patients are referred to an anaesthetist to assess their ability to undergo anaesthetic by completing the form **"Registration for consultation assessment of ability to undergo outpatient anaesthesia"**, which can be faxed directly to narkose.ch with just a few basic details and any comments, as well as the surgeon's signature.

narkose.ch will then call the patient for the assessment.

Anaesthesia information is provided after this assessment if the patient is cleared to undergo outpatient anaesthesia.

4. Anaesthesia consultation

An anaesthesia consultation can be held at the following locations:

A) At the Eichgut Operating Centre, Rudolfstrasse 25, 8400 Winterthur after the programme currently in progress there.

B) At the actual designated operating location during or after a programme already in progress, and which takes place **prior to** the planned operation.

The patient can use the last page of the patient information sheet (cf. below) to state their preferred consultation times. This last page is faxed to us (cf. Pt. 5).

Our administration primarily informs and asks your practice/clinic to call the patient to the consultation during the next programme.

Otherwise, in the event of urgent consultations or a lack of alternatives, the patient is called to the Eichgut Winterthur Operating Centre by us.

5. Patient information

The patient must be given the **"Anaesthetic info, general anaesthesia"** or **"Anaesthesia info, forms of anaesthetic"** (if regional anaesthesia is an option) forms.

The patient is obliged to read the points mentioned on this form and **sign** the last page.

For this, we recommend that the patient or their family/guardian read this form carefully and complete and sign the last page while still at the practice.

This signed last page (bearing the patient's name) will be forwarded to narkose.ch by fax along with the registration, so that the data can be promptly processed.

On the other hand, should the patient (or family member or guardian) wish to read the form quietly at home, we urgently recommend bringing the completed and signed last page to your practice the following day for it to be faxed to narkose.ch.

Unfortunately, many years of experience have shown that forms completed/signed at home very rarely actually arrive on time.

6. Patient's consent

The relevant form is brought by the competent anaesthetist on the day of the operation. He/she will obtain the patient's written consent to undergo anaesthesia after a personal consultation with them.

7. Communication

Any patient not fluent in German must be accompanied by a **German-speaking person** at least on the day of operation, so that all answers to any remaining questions can be correctly understood during the consultation with the anaesthetist

The patient must be advised of this by the operating practice/clinic.

Anaesthesia cannot be used in optional procedures if the patient cannot communicate sufficiently.

8. Cost orientation (only for services not covered by health insurance)

The "**Cost orientation**" is intended for the patient or their legal representative. It must be completed with the relevant basic patient data.

The surgeon can read the anaesthesia costs directly from his/her computed operation time in the relevant cost estimate by narkose.ch, and record these in the cost orientation.

The patient or their legal representative must bring the signed and completed forms, marked to the attention of the anaesthetist, on the day of the operation, or send them (by fax or post) so that it arrives at narkose.ch before the day of the procedure.

04/4/2009

narkose.ch

Dr. med. Alex Noser
Swiss Medical Association Anaesthesiology Specialist,
Spec. Intensive Care
Deisrütistrasse 7
8472 Seuzach
Tel. 052 320 01 20
Fax 052 320 01 21