

**DIVISION OF PLASTIC SURGERY  
GUIDELINES TO SURGERY SCHEDULING**

**1. FINANCIAL AND INSURANCE INFORMATION**

**Please contact your insurance company** to make sure that the surgery is covered by your plan. If you have an HMO, POS, or some other restricted plan, you must obtain a referral from your primary care physician prior to surgery. If your insurance company requires a letter of medical necessity from our office you must let us know immediately. This letter will be sent to YOU to forward the original to the appropriate individual at the insurance company. Failure to obtain necessary authorizations at least two weeks in advance will result in cancellation of surgery. Please note that pre-certification does not guarantee payment by the insurance company, and you may be responsible for all associated surgical fees.

**2. MEDICAL CLEARANCES**

Since your child will be having a general anesthetic, please let us know if there is a history of asthma, allergies, seizures, cardiac disease or other medical problems. **You must obtain medical clearances for any of these conditions** and have them mailed or **faxed (773-327-2157)** to our office prior to surgery; failure to do so will result in delay or possibly cancellation of surgery.

**3. PRE-OPERATIVE INSTRUCTIONS**

In preparation for surgery your child will need a **Physical Exam**. For children less than one year of age a Complete Blood Count (CBC) will also be necessary. Please have your pediatrician or family doctor complete the enclosed "Surgical History and Physical Exam Form". Results must be faxed to our office at **(773) 327- 2157** at least 2 days before surgery.

**4. TO OBTAIN TIME OF SURGERY:**

**Time of surgery and feeding instructions** can be obtained the day before surgery by calling the Outpatient Surgery Department at the appropriate facility the day before the scheduled procedure. You can call between the hours of 12:30 and 4:00 p.m.

**If surgery is on a Monday, please call the Friday before.**

<b>The phone numbers are as follows:</b>	<b>Please Call</b>
Children's Memorial Hospital	(773) 880-4392
Children's Outpatient Facility at Westchester	(708) 836-4853.
Lutheran General Hospital	(847) 723-7004
Highland Park Hospital	(847) 480-3729

It is very important at this time to notify the staff if your child has developed a cold, cough, fever, congestion, wheezing or has been exposed to a contagious disease such as chicken pox, measles or mumps. Surgery may be cancelled due to any of these conditions and it will avoid an unnecessary trip to the hospital.

**It is strongly recommended that you bring a copy of your child's History and Physical Exam Form and any required medical clearances with you to the surgery.**