



Cardiovascular Laboratory Scheduling

TO BE COMPLETED BY CLINIC PERSONNEL

If you have questions, please contact CV Scheduling 612-775-3295

- _____ 1. **Obtain required Pre-Procedure Labs:** Basic Metabolic Panel, CBC with platelets, INR if on Coumadin® (if results will be available in time for the patient's procedure). Lipids and liver function can be obtained **if the patient is fasting**, otherwise tests will be obtained when they arrive for their procedure.
- _____ 2. Have the patient sign (signature line is at lower left) an "Authorization for Disclosure of Health Information" form to facilitate obtaining medical information from other facilities. Enter the patient on the top line.
- _____ 3. Fill out "Facsimile Transmittal Sheet" so that you will have the necessary information when you call to schedule.
- _____ 4. Ask the patient if they will need transportation help Van Service is available by contacting 1-800-258-1210.
 - a. Patient will not be able to drive for 24-48 hours after the procedure.
 - b. The van will not be able to transport the patient on the day of their procedure.
- _____ 5. After obtaining the necessary information above, call 612-775-3295 to speak with the CV Scheduler.
- _____ 6. Give the patient the Cardiovascular Laboratory Scheduling Folder with the remaining information for them:
 - a. Complete the procedure date and arrival time on the introduction letter
 - b. Check off the relevant special instructions and add any others not listed
- _____ 7. Fax or scan into Excellian the following information to CV Scheduling at 612-775-3112:
 - a. "Facsimile Transmittal Sheet"
 - b. "Authorization for Disclosure of Health Information" (must be signed by patient)
 - c. "Minneapolis Heart Institute at Abbott Northwestern Hospital Cardiovascular Laboratory Orders"
 - d. Other pertinent information not in the Allina Medical Record (Excellian), such as recent ECG, Stress Tests, Echocardiograms
- _____ 8. If the physician's dictation is transcribed locally, call the transcriptionist and request that the transcription is performed STAT. If it is transcribed at the Minneapolis Heart Institute, call 612-863-3928 and request that it is performed STAT
 - a. If the local transcription is completed on the same day as the clinic visit, please fax to 612-775-3112