

North Queensland Ear, Nose & Throat Surgery's Surgical Checklist

Leading up to your procedure, please ensure you have done the following prior to your surgery date:

- ☐ **Paid NQENT's Surgical Fees** no later than **2 weeks** prior to your procedure date.
- ☐ **Contacted the Mater Hospital**, Pimlico to obtain their fees (07) 4727 4444.
- ☐ **Contacted the Anaesthetist Group** to obtain their fees – If you are with Northern Anaesthesia & Perioperative Support Services (NAPSS) as they will contact you.
- ☐ **Read all documentation provided** – It is important that all documents are read and understood prior to your surgery date.
- ☐ **Signed and returned a copy of our Surgery Quotation and Surgery Letter** (this can be done via email with an electronic signature).
- ☐ **Completed the Mater Hospital, Pimlico Pre-Admission booklet** (either via the online link from your surgery letter or a physical copy), no later than **1 week** prior to your procedure date.
- ☐ **Ceased all blood thinning medications 2 weeks prior** to your surgery date, unless stated by your doctor. Please refer to our Surgery Letter as examples of blood thinning medications have been listed. Ensure you advise NQENT if you are prescribed any medication prior to your surgery.
- ☐ **Contact your Private Health Fund**, if you are with a Private Health fund who is covering your surgery to ensure they are covering all item numbers associated with your procedure, and your hospital stay.
- ☐ **Ensure you have a valid referral** to cover your procedure date. Please contact NQENT to confirm this. If your referral has expired, it is your responsibility to obtain a new referral prior to the surgery date. A valid referral is required to make a claim to Medicare and your private health fund.
- ☐ **Contacted the Mater Hospital's Children's Ward** (07) 4727 4457, if you have a child going for surgery.
- ☐ **Trim your nasal hair 5 days prior to surgery**, if you have having nasal surgery.
- ☐ **Contact NQENT if you are unwell** – If you have tested positive for COVID-19, been a close contact to someone who has tested positive or have any flu-like symptoms prior to your surgery you are required to contact our rooms immediately.
- ☐ **Post-Operative Appointment** – Refer to our Surgery Letter for your post-operative appointment details.
- ☐ **Fasting and Admission Times** - NQENT will contact you 1-2 business days prior to your surgery date to advise Fasting & Admission Times. This is as our fasting and admission times are unique to each patient.