



CHECKLIST

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

Discharge Criteria	Initialed by physician/nurse*
Stable vital signs for a minimum of 1 hour	
Complete orientation to time, place, and known persons	
No or only minimal/undisturbing nausea, vomiting, or drowsiness	
Sufficient pain management with oral analgesics or suppositories	
Fluid intake possible	
Urinary bladder voiding	
Only minimal bleeding or drainage from the wound	
Repeat information and guidelines about what to do for the first 24 hours following outpatient anesthesia	
Acknowledgement of receipt of information sheet for outpatient anesthesia present in patient's medical records – if not, hand out to patient and accompanying person again	

MANAGING A WOUND DRAIN

If you have a drain inserted into your incision, the amount of fluid collected must be measured regularly. If the amount of fluid seems unusually high or if blood is draining contact us at one of the telephone numbers given below. Please do not remove the wound drain yourself!

EMERGENCY CONTACT

If, following your surgical procedure, you experience nausea, vomiting, severe pain despite pain medication, high fever (above 38.5C/101.3F) or chills, difficulty breathing, heavy bleeding, noticeable paleness, or any other serious symptoms please contact the hospital immediately!

Ward B3.1. outpatient pediatric ENT surgery  
Tel.: 0651 947-2606  
Ward B3 outpatient diagnostic examination under sedation  
Tel.: 0651 947-2614

**Before 4pm:**  
Following vascular surgical procedures: 0651 947-2449  
Following gynecological procedures: 0651 947-2632  
Following ENT procedures: 0651 947-2489  
Following surgical procedures: 0651 947-2643  
Following orthopedic procedures: 0651 947-2465  
Following pediatric surgical procedures: 0651 947-2657  
Following pediatric examinations: 0651 947-2656

**After 4pm:**  
0651 947-0 (information desk at hospital entrance)

**In life-threatening situations please call the emergency physician for help at the Fire Department (Feuerwehr) Tel: 112**

BEST WISHES FOR YOUR HEALTH

We hope that with this information sheet we have clearly explained the course of your outpatient treatment in our hospital and the necessary recommendations for your care afterwards at home.


Therefore, we would like to ask you to acknowledge the receipt of this information sheet. Please take this copy home with you.

If you have any questions or suggestions please let us know.



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# Outpatient Surgery Information Sheet





Dear Patient / Dear Parents:

You have decided to have your surgical procedure or the surgical procedure of your child performed in our Clinical Center.

We would like to organize the procedure together with you so that it is as simple and, most importantly, as safe as possible in order to achieve an optimal medical result. With this information sheet we would like to familiarize you once again with the entire process and the anesthesia.

EATING / DRINKING / SMOKING

On the day of your surgery please do not eat or smoke for 6 hours before your scheduled surgery appointment. You may drink clear fluids (tea, water) up to 2 hours before your procedure. Candy and chewing gum are unfortunately not permitted in order to avoid nausea and vomiting during or after surgery. The same rules apply to children.

MEDICATION

Medication may be taken as discussed in the preoperative visit with the anesthesiologist. Please bring your own medication (e.g. insulin) with you to the hospital.

VALUABLES

Please do not bring any valuables, large amounts of cash, or jewelry with you to the hospital. It is possible to store reading glasses, hearing aids, and dentures with us.



PLEASE BRING WITH YOU:

Please bring with you: comfortable clothing, slippers, Pampers (if applicable), and perhaps reading material for you or your child. Children may bring a stuffed animal and toys. In the event that you or your child have special food needs (baby food, gluten-free products, lactose-free products) we ask that you please bring them with you on the day of your surgery.

THE DAY OF YOUR SURGERY

Please call the outpatient center (Ambulantes Zentrum, **telephone 0651 947-53631**) on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ between 3:30 p.m. and 4:30 p.m. so that we can let you know what time you should be at the hospital. On the day of the operation, please arrive at the outpatient center (elevator 2, level 4, ward B4) at the agreed time. Children scheduled for outpatient surgical/ENT operations should go to ward B3.1 (elevator 2, level 3) on the day of the operation. Children scheduled for outpatient diagnostic examinations under sedation should go to ward B3 (elevator 2, level 3) on the day of the examination. Children undergoing outpatient diagnostic examinations under sedation should go to ward B3 (elevator 2, level 3) on the day of the examination. Please do not leave the ward, as you will be called for surgery in the foreseeable future. After the operation, you will be monitored in the recovery room for a certain period of time before returning to the outpatient center. After the discharge examination, you must be picked up from the day clinic by an adult and accompanied home! This will usually be a few hours after the operation. Dear parents, please arrange for someone to pick up your child and do not drive yourself. Your child will need your undivided attention on the way home. If unforeseeable complications arise, further inpatient treatment may be necessary.



AT HOME

After outpatient surgery there are also certain guidelines that have to be followed in the first 24 hours after the operation because you are legally, in this phase, not fully competent.

It is absolutely necessary that you follow these directions:

- ▶ You may not drive a motor vehicle.
- ▶ You may not be by yourself. You must arrange for responsible supervision otherwise the surgery cannot be performed on an outpatient basis. Take it easy!
- ▶ You may not operate machinery.
- ▶ You may not drink alcohol or take drugs or sedatives. You may only take medications prescribed by the physician.
- ▶ You may not make any important private or business decisions (signing contracts, etc.).
- ▶ Please do not participate in any sports.

BANDAGES AND CASTS

With a firm bandage (e.g. plaster) it is important to elevate the affected extremity continuously in the beginning and later as often as possible. If there is a change in the color of the fingers or toes to blue or white, pain, swelling, or a disturbance in sensation (e.g. tingling, numbness) please call the hospital immediately using the telephone numbers given on the following page or 947-0. Please do not remove the bandage yourself.



FOR THE PATIENT'S MEDICAL RECORDS

Patient Label

The outpatient surgery of the above mentioned patient will be performed on \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

RECEIPT AND SIGNATURES

I have received the Outpatient Surgery Information Sheet and acknowledge the given guidelines.

I will be driven home by

- ☐ accompanying person
- ☐ Taxi

If I come with my own car, I will hand in the key at the registration desk. This will be collected by the person accompanying me after the operation.

Date Patient's signature

Date Doctor's signature

