

**OLIVE VIEW-UCLA MEDICAL CENTER  
RESPIRATORY CARE SERVICES – SLEEP MEDICINE  
POLICY & PROCEDURE**

**NUMBER: 5858  
VERSION: 1**

**SUBJECT/TITLE: SCHEDULING SLEEP STUDIES**

**POLICY:** Sleep studies are scheduled when ordered by a referring physician and approved by a sleep staff physician on E-Consult. Sleep studies by direct referral are not done in this laboratory. A signed physician order for the sleep study must accompany all sleep-study requests and must be placed in the patient electronic chart.

**PURPOSE:** Standard procedures for ordering and scheduling sleep studies assure the consistency of center operations.

**DEPARTMENTS: RESPIRATORY CARE SERVICES**

**DEFINITIONS: SHORT VISIT**

**PROCEDURE:** All adult patients must complete the Intake Questionnaire, the Epworth sleepiness scale, Stop Bang Questionnaire and the Functional Outcomes of Sleep Questionnaire prior to an in-laboratory or outpatient or inpatient portable study. For repeat studies, the Intake questionnaire must be completed again if 1 year has elapsed since the prior questionnaire was completed or there has been a significant change in the patient's health condition.

All pediatric patients must have the pediatric Intake Questionnaire and the Pediatric Sleep Questionnaire (for children less than 5 years) or the Pediatric Daytime Sleepiness Scale (for school aged children) completed prior to in-laboratory polysomnograph. All pediatric patients will be seen by a sleep fellow, in clinic, prior to their overnight polysomnograph. For repeat studies, the Intake questionnaire must be completed again if 6 months have elapsed since the prior questionnaire was completed or there has been a significant change in the patient's health condition.

All patients will have a visit with the sleep staff prior to scheduling the sleep study. During this visit, outstanding questionnaires and forms will be completed, and the patient will be educated about the need for the sleep study. Patients will first be scheduled by urgency of their study. Patients will be offered first available appointment. Patient will be informed about what is needed to prepare

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and what to expect during the study. The patient will be given written Overnight Sleep Study instructions.

References:	
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