



# Rancho Los Amigos National Rehabilitation Center

## DEPARTMENT OF NURSING

### OPERATING ROOM

### POLICY AND PROCEDURE

**SUBJECT:** SURGICAL PATIENT MEDICAL RECORD  
REQUIREMENTS

**Policy No.:** OR95  
**Supersedes:** All  
**Reviewed Date:** 02/2016  
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**Policy Statement:** Nursing personnel are responsible for verifying that the required items are correct and available on the medical record before the patient may enter the Operating Room. Incomplete, incorrect or abnormal findings are brought to the attention of the appropriate physician.

**Purpose of Procedure:** To outline the items that are required to be present on the medical record before anesthesia and surgery.

**Performed by:** RN

Procedural Steps:

1. The following pre-operative medical preparation must be documented on the medical record prior to patient undergoing premedication or anesthesia,
  - a. A current history and physical completed during the current hospital admission. A cardiopulmonary update must be done within 24 hours of surgery and available on the medical record before surgery.
  - b. Physicians' Orders for the preoperative period outlining the requested lab work, and other diagnostic studies must be available.
  - c. Informed surgical consent must be accurately completed. (See Administrative Policy and Procedure manual.) A progress note outlining that the risks/benefits/complications have been discussed with the patient must also be present on the chart.  
**Key Point:** other required consents based on the patient's needs, such as blood Transfusion, Patient controlled anesthesia, and experimental procedures.
  - d. A hospital general consent for treatment must be on the medical record prior to surgery.
  - e. An anesthesia note and anesthesia consent will be completed and available on the medical record prior to any procedure in which the Anesthesia Department is involved.

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**Reviewed By:**

Susie Choi, RN, BSN, CNOR

**References:**

Anesthesia Guidelines

Professional Staff Rules and Regulations

02/07 – Revised0      02/16 - Reviewed

02/10 – Reviewed

05/13 - Reviewed