FORMS TO FILL OUT

We need you to complete three pre-admission forms

We appreciate it can be a chore to complete forms, but to provide safe and personalised care we need current information from you.

One First, we need you to agree to receive treatment at our hospital.

AGREEMENT TO TREATMENT
Completed and signed by you and your admitting doctor.

Two Next, we need your personal and payment or insurance details.

PATIENT ADMISSION FORM
Completed and signed by you.

Three We also need to know your current state of health and your medical and surgical history, and we need an up-to-date list of the medicines you are currently taking. This information, along with your personal needs and preferences, will allow us to tailor your care throughout your hospital stay.

PATIENT HEALTH QUESTIONNAIRE
Completed by you.

We need to receive your completed forms before your admission

To enable us to properly prepare for your admission, your hospital needs to receive all three completed forms **at least one week prior** to your admission.

You can hand deliver, scan and email, or post the forms*.

If you post the forms, please allow 1-2 extra weeks for delivery.

POST *Use the pre-paid envelope enclosed*
EMAIL *admissions@ormistonhospital.co.nz*
DELIVER *Ormiston Hospital, Level 3, 125 Ormiston Road, Flat Bush, Auckland 2016*

For enquiries please phone *09 250 1157*

We protect your privacy

Any information and personal data gathered for the purpose of your visit to Ormiston Hospital is to assist in your treatment, for quality assurance activities, and to fulfil legislative requirements. Your rights provided in the Health Information Code and Privacy Act 1993* will be respected, including your right to access and correct any information held about you. If you have any concerns, please contact the Patient Services Manager†.

*More information can be found in the patient Information Compendium located in your hospital room or day-stay area, as well as online at www.privacy.org.nz

†The hospital Patient Services Manager is the hospital's Privacy Officer.

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Ormiston Hospital

AGREEMENT TO TREATMENT

THIS SECTION IS COMPLETED BY THE ADMITTING DOCTOR

Surname (family name):

First name (s):

Patient's date of birth: d / m / y Diagnosis:

Procedure/operation/treatment description:

Risks discussed:

Operative side of body: Left ☐ Right ☐ Bilateral ☐ Not applicable ☐

Sedation: Yes ☐ No ☐ Anaesthesia: Yes ☐ No ☐ Proposed anaesthesia: general ☐ local ☐ regional ☐ spinal ☐ epidural ☐

Admission details

Admission date: Admission time: Procedure/Surgery date: d / m / y
(If different to admission date)

Day stay unit ☐ Day inpatient ☐ Overnight inpatient ☐ Anticipated length of stay

Admitting doctor's instructions:

Admitting doctor's name: Surgeon ☐ Physician ☐ General Practitioner ☐

Admitting doctor's signature: **Date:** d / m / y

(where applicable please attach evidence of enduring power of attorney)

THIS SECTION IS COMPLETED BY THE PATIENT/GUARDIAN/ENDURING POWER OF ATTORNEY

I, *(Patient's/Guardian's full name)* agree to have the procedure/operation/treatment described above performed on myself ☐ my child ☐ *(name of patient, if patient not signing form)* at *(Hospital where you will be having your procedure/surgery)*

I confirm that I have received a satisfactory explanation of the reasons for risks listed above and likely outcomes of the procedure/operation/treatment, and the possibility and nature of further related treatment including a return to theatre, should any complications arise.

I have had an opportunity to ask questions and understand that I may seek more information at any time and participate in decision making about my treatment.

I have been provided with sufficient information by my doctor in relation to the administration of blood components / blood products if necessary.

I *give* consent to the administration of blood or blood products if necessary: Yes ☐ No ☐

I understand that should a member of the healthcare team be directly exposed to my blood or other body fluids, I agree to blood samples being taken and tested. These samples will be tested only to identify such transmissible diseases as are considered of significant risk e.g. Hepatitis and HIV. I understand I will be informed of the results if I request them, and any need for further medical referral. The results of these tests are confidential to me, the health professional(s) and the team member involved.

I give permission to Ormiston Hospital or any health professional involved in my care for this admission to Hospital, to access health information about me that is relevant to my current treatment, which may be held by Ormiston, Southern Cross, other health professionals or other health organisations.

Patient/Guardian signature: **Date:** d / m / y

If not patient, state relationship to patient:

(where applicable please attach evidence of enduring power of attorney)

ANAESTHESIA PLAN AND CONSENT

Hospital Administration only
(Patient label)

THIS SECTION IS COMPLETED BY THE ANAESTHETIST

Sedation: Yes ☐ No ☐ Anaesthesia: Yes ☐ No ☐ Proposed anaesthesia: general ☐ local ☐ regional ☐ spinal ☐ epidural ☐

Other:

Risk discussion

Sore Throat ☐ Nausea/Vomiting ☐ Dental Damage ☐ Allergic Reaction ☐ Itch ☐ Blood Clots ☐
Block Failure ☐ Nerve Damage ☐ Headache ☐ Hypotension ☐ Rare Serious Events ☐ Pain ☐ Bleeding ☐
Other:

Pain Relief Plan

Oral ☐ Intravenous ☐ PCA ☐ Epidural ☐ Spinal ☐ Wound Catheter ☐ Other ☐
Discussion notes:

Anaesthetist Statement

I have discussed the proposed anaesthetic plan and possible alternatives with the:
Patient ☐ Parent/Guardian ☐ Spouse/Partner ☐ Next-of-Kin ☐ EPOA ☐

Anaesthetist Name: **Date:** / / (d / m / y)

Anaesthetist Signature:

THIS SECTION IS COMPLETED BY THE PATIENT/GUARDIAN/ENDURING POWER OF ATTORNEY

I, agree to anaesthesia/sedation being given to
(Patient's/Guardian's full name)

myself ☐ my child ☐
(name of patient if patient not signing form)

I confirm that I have received a satisfactory explanation of the reasons for, risks and likely outcomes of the anaesthesia and I have had the opportunity to ask questions and understand I may seek more information at any time.

I understand the proposed anaesthesia may change as deemed necessary by the Anaesthetist.

I acknowledge that I should not drive a motor vehicle, operate machinery or potentially dangerous appliances, or make important decisions for 24 hours after having had the anaesthesia.

Patient/Guardian signature: **Date:** / / (d / m / y)

If not patient, state relationship to patient:

(where applicable please attach evidence of enduring power of attorney)

Ormiston Hospital

PATIENT ADMISSION FORM

PERSONAL AND ADMINISTRATION DETAILS

Surname (family name): Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Mstr ☐ Dr ☐

First name(s): **Preferred name:**

Date of birth: **Gender:** Male ☐ Female ☐ **NHI:**

Residential address:

Postal address:

Email address:

Telephone: (Home) (Business) (Mobile)

New Zealand resident: Yes ☐ No ☐

Ethnicity:

General Practitioner (Name): **Telephone:**

Medical Centre:

NEXT OF KIN/CONTACT PERSON

Name:

Address:

Telephone: (Home) (Business) (Mobile)

PAYMENT DETAILS

How will your procedure be paid for? Tick and complete as many as applies:

Health insurance (personal expenses such as telephone calls are excluded)

Name of Insurer:

Insurance Plan Name:

Have you obtained "prior approval" for payment? Yes ☐ No ☐ Approval No:

(Bring your prior approval letter)

ACC (personal expenses such as telephone calls are excluded) **DHB** (some personal expenses are excluded)

Paid personally If you are paying for the procedure yourself, you may be asked to pay an estimated deposit 3-5 days before admission. The balance of your account must be settled on discharge.

I will pay my account by: EFTPOS ☐ Credit Card ☐ Debit Card ☐ Internet Banking ☐ Cheque ☐

For Internet Banking:

Payee: Ormiston Surgical and Endoscopy **Bank a/c:** 03-1529-0013375-00

Particulars: Patient Name **Reference:** Invoice number

AGREEMENT

I agree to settle my Hospital account in full at the time of my discharge when personally paying my account or where I do not have "prior approval" from my insurer. I understand I am responsible for any outstanding balance if my procedure is not fully covered by insurance, ACC or other contract.

I give permission for Ormiston Hospital to obtain any information relating to the approval/claim for this admission from the relevant funder/s, and I authorise that person or organisation to disclose such information to Ormiston Hospital. I accept that, in the event my Hospital account is not met, Ormiston Hospital reserves the right to add all costs of collection to this account.

I give permission to Ormiston Hospital or any health professional involved in my care for this admission to Hospital, to access health information about me that is relevant to my current treatment, which may be held by Ormiston Hospital, other health professionals or other health organisations. I understand that other clinical team members such as student nurses and qualified medical trainees may have supervised involvement with my care and that I have the right to decline their presence or contribution to my care delivery.

I understand the admitting Surgeon, Anaesthetist and other Doctors or health professionals using Ormiston Hospital facilities are independent and not employees of Ormiston Hospital, with respect to both my treatment, care and account payment. I accept that this agreement is covered by New Zealand law. The details above have been completed by:

Name: **Date:** d / m / y

Signature: **If not the patient, state relationship to patient:**

Ormiston Hospital

PATIENT HEALTH QUESTIONNAIRE

The hospital needs to receive all three forms at least one week prior to your admission. You can hand deliver, fax, scan and email, or post the forms. If you post the forms, please allow 1-2 extra weeks for delivery.

Please complete this questionnaire carefully as the information you supply helps us to provide you with the best and safest possible care during your stay at our hospital. The questionnaire has four sections:

A Your general health
B In preparation for your hospital admission
C In preparation for your procedure
D Your current medicines

Surname *(family name)*

First name *(s)*

Hospital Administration only
(Patient label)

Height metres

Weight kilograms

Surgeon

NHI *(if known)*

Occupation *(optional)*

All questions in this questionnaire are about the person being treated at the hospital (the patient). If you are filling this out for the patient, only provide information relating to the patient's health.

SECTION A YOUR GENERAL HEALTH

A1. MEDICAL PROCEDURE HEALTH ALERTS

Do any of the following apply to you?

Q.	Yes	No		*If Yes*
1	☐	☐	Difficulty climbing more than a flight of stairs	*What restricts this activity?*
2	☐	☐	Motion sickness	*mild | moderate | severe*
3	☐	☐	Jaw problems (difficulty opening mouth)	*Specify:*
4	☐	☐	Problems with a previous anaesthetic	*Specify:*
5	☐	☐	Family history of problems with an anaesthetic	*Specify:*
6	☐	☐	Pacemaker or heart valve replacement	*Specify:*
7	☐	☐	Joint implants	*Specify:*
8	☐	☐	Other implants or prostheses	*Specify:*
9	☐	☐	Substance use or dependency	*Specify:*
10	☐	☐	Former smoker	*When did you quit?*
11	☐	☐	Currently on smoking cessation treatment	*Specify:*
12	☐	☐	Current smoker	*How many per day?*
13	☐	☐	Pregnant or possibly pregnant	*Approximate due date:*
14	☐	☐	MedicAlert bracelet or necklace wearer	*Specify:*

Hospital Administration only
(Patient label)

SECTION A YOUR GENERAL HEALTH *(continued)*

A2. YOUR MEDICAL CONDITIONS

Do you currently have, or have you previously had, any of the following conditions?
*If **Yes**, please circle any applicable options and provide **comments** in the box below.*

Q.	Yes	No	
15	☐	☐	**Breathing conditions:** asthma | wheeziness | shortness of breath | bronchitis | croup | emphysema | COPD
16	☐	☐	**Sleeping conditions:** sleeplessness | severe snoring | obstructive sleep apnoea | CPAP used
17	☐	☐	**Heart conditions:** palpitations | irregular heart beat | heart murmur | angina | heart attack | chest pain congestive heart failure | rheumatic fever
18	☐	☐	**Stroke or Transient Ischaemic Attack (TIA)**
19	☐	☐	**High blood pressure or blood pressure controlled with medication**
20	☐	☐	**Blood clots:** deep vein thrombosis (DVT) | pulmonary embolus (PE)
21	☐	☐	**Family history of blood clots**
22	☐	☐	**Blood or bleeding conditions:** anaemia | bruising
23	☐	☐	**Family history of blood or bleeding conditions**
24	☐	☐	**Stomach and digestive conditions:** indigestion | heartburn | acid reflux | hiatus hernia | peptic ulcer
25	☐	☐	**Bowel conditions:** irritable bowel syndrome | constipation | bowel disease
26	☐	☐	**Liver disease:** jaundice | hepatitis
27	☐	☐	**Kidney conditions**
28	☐	☐	**Diabetes:** requiring insulin | requiring tablets | diet controlled
29	☐	☐	**Thyroid conditions**
30	☐	☐	**Parkinson's disease**
31	☐	☐	**Epilepsy, seizures, blackouts or fainting**
32	☐	☐	**Migraines or severe headaches**
33	☐	☐	**Alzheimers or dementia**
34	☐	☐	**Mental function conditions:** head injury | concussion | confusion or disorientation
35	☐	☐	**Mental health conditions**
36	☐	☐	**Emotional conditions:** anxiety | phobia | post traumatic stress disorder (PTSD)
37	☐	☐	**Arthritis**
38	☐	☐	**Neck or back conditions**
39	☐	☐	**Gum or dental health conditions**
40	☐	☐	**Tuberculosis (TB)**
41	☐	☐	**HIV or AIDS**
42	☐	☐	**Infection or treatment for resistant organisms:** MRSA | ESBL | VRE | OTHER
43	☐	☐	**Cancer** – *If **Yes**, please specify and provide details of any recent treatment in the comments box below*
44	☐	☐	**Other condition(s) not listed above** – *If **Yes**, please specify in the comments box below*

RE QUESTION	YOUR COMMENT
19	*GP says my blood pressure is slightly high, but am not taking any medicine.* *- - - Example - - -*

Need more space for your comments? Please continue on a separate sheet and attach it to this page.

Surname *(family name)*

First name *(s)*

Hospital Administration only
(Patient label)

SECTION B IN PREPARATION FOR YOUR HOSPITAL ADMISSION

B1. YOUR ALLERGIES, SENSITIVITIES, OR INTOLERANCES

Q.	Yes	No	
45	☐	☐	**Are you allergic to latex?**
46	☐	☐	Do you have any **other allergies, sensitivities or intolerances?**

*If **Yes**, please specify and describe the reaction using the box below*

	Item	Reaction
Skin-related	*Plasters* *--- Example ---*	*Rash* *--- Example ---*
Medicine-related		
Food-related		
Other		

B2. YOUR NEEDS AND PREFERENCES

Please answer these questions to help us to tailor how we care for you.

*If you answer **Yes** to any of these questions, we may contact you to discuss your specific needs.*

Q.	Yes	No		*If **Yes***
47	☐	☐	Do you **have a disability**?	*Specify:*
48	☐	☐	Do you have **difficulty understanding English**?	*Your preferred language:*
49	☐	☐	Do you have any **religious or spiritual needs** you would like us to know about?	*Specify:*
50	☐	☐	Do you have any **cultural or family needs** you would like us to know about?	*Specify:*
51	☐	☐	Do you have any **other special needs** you would like us to know about?	*Specify:*
52	☐	☐	If your procedure requires the **removal of body parts**, would you like them returned to you if this is possible?	
53	☐	☐	Do you have any **dietary requirements**?	☐ *vegetarian* ☐ *vegan* ☐ *diabetic* ☐ *gluten free* ☐ *halal* ☐ *dairy free* ☐ *other*
54	☐	☐	Do you have any **specific food dislikes?** *For allergies or intolerances, refer to question **46***	*Specify:*

Hospital Administration only
(Patient label)

SECTION C IN PREPARATION FOR YOUR PROCEDURE

B1. MEDICAL PROCEDURE HISTORY

Q.	Yes	No	
55	☐	☐	Have you previously had any procedures / operations or other hospital admissions?

*– If **Yes**, please outline your previous admissions in the table below. If you need more space, please continue on a separate sheet and attach it to this page*

Procedure or event	Year	Hospital

C2. ANAESTHESIA CONSIDERATIONS

Q.	Yes	No		If Yes
56	☐	☐	Have you had an **anaesthetic** before?	☐ *general* ☐ *spinal* ☐ *epidural* ☐ *unsure*
57	☐	☐	Do you have any of these **dental features**?	☐ *upper denture* ☐ *lower denture* ☐ *crown(s) / cap(s)* ☐ *partial plate* ☐ *loose or chipped teeth*
58	☐	☐	Do you drink **alcohol**?	*How much?*

C3. PERSONAL ITEMS

Do you use any of these personal items?

Q.	Yes	No		If **Yes**, use this space to provide details, if needed
59	☐	☐	Mobility aids, such as a walking stick or cane	
60	☐	☐	Glasses or contact lenses	
61	☐	☐	Hearing aids	
62	☐	☐	Earrings or other piercing jewellery	

C4. BLOOD CLOT AND INFECTION CONSIDERATIONS

Q.	Yes	No	
63	☐	☐	Have you completed the pre-admission risk assessment in the **Blood Clots and YOU** brochure?
64	☐	☐	Have you recently been on a **long distance flight**?
65	☐	☐	In the past 3 days, have you had, or been in contact with anyone who has had, **vomiting or diarrhoea**?
66	☐	☐	In the past 7 days, have you experienced **flu-like symptoms**, or been in contact with anyone diagnosed with **influenza**?
67	☐	☐	In the past 4 weeks, have you had a **head cold, throat or chest infection, or bronchitis**?
68	☐	☐	In the past 12 months, have you **travelled overseas**, or been a patient or employee in a hospital or rest home in New Zealand or overseas? *– If **Yes**, please specify*
69	☐	☐	Do you have any **boils, cuts, sores, scratches or other skin or urine infections**?

C5. OTHER CONCERNS

Q.	Yes	No		
70	☐	☐	Is there anything we need to know that you prefer not to write on this questionnaire? *– If **Yes**, please discuss with your nurse or medical specialist when you arrive at the hospital*	
71	☐	☐	Do you have anxieties, concerns, or questions you wish to discuss before your procedure? *– If **Yes**, who would you like to speak with?*	☐ *your surgeon* ☐ *your anaesthetist* ☐ *a nurse* ☐ *one of our admin staff*

Surname *(family name)*

First name *(s)*

Hospital Administration only
(Patient label)

SECTION D YOUR CURRENT MEDICINES

For your safety, it is extremely important that your doctors and nurses know precisely which medicines you are currently using.

Important instructions.

1. List below <u>all</u> medicines you currently use, and bring them with you to the hospital in their <u>original containers</u>
2. To ensure you are clear what to include, please use the MEDICINE REMINDERS table (right→)
3. If you have a medication card or printout from your GP or pharmacist, please bring it with you to the hospital, as well as completing the list below.

MEDICINE REMINDERS
Which of the examples below apply to you?

There are many types of medicine		Medicines come in many forms		Medicines are taken for many common conditions	
prescription medicines	*vitamins*	*tablets*	*patches*	*heart disease*	*infections*
herbal medicines	*supplements*	*capsules*	*suppositories*	*high blood pressure*	*diabetes*
natural medicines	*contraceptives*	*inhalers*	*creams*	*blood thinning*	*sleeplessness*
homeopathic remedies	*steroids*	*drops*	*injections*	*dietary deficiencies*	*epilepsy*
over-the-counter medicines		*syrups*	*other liquids*	*emotional conditions*	

D1. YOUR CURRENT MEDICINES

Patient to complete – list <u>all</u> medicines you currently use.

HOSPITAL USE ONLY

Reconciled: Yes (**Y**) | No (**N**) | Not available (**NA**)

Name of medicine	Strength	How much you use, and when	*Medicine container*	*Medication card*	*Patient or whānau/ family*	*Other (state) eg, 'phoned GP'*	*Comment if No*	*ON ADMISSION: Date/time last taken*
Paracetamol --- Example ---	*500mg*	*2 capsules every 6 hours*	–	–	–	–	–	–

If required, please continue on the reverse

This is not a prescription or an instruction to administer medicines

Hospital Administration only
(Patient label)

SECTION D YOUR CURRENT MEDICINES *(continued)*

Continued from reverse.

D1. YOUR CURRENT MEDICINES			HOSPITAL USE ONLY					
Patient to complete – list all medicines you currently use.			**Reconciled:** Yes (**Y**) | No (**N**) | Not available (**NA**)					
Name of medicine	**Strength**	**How much you use, and when**	*Medicine container*	*Medication card*	*Patient or whānau/ family*	*Other (state) eg, 'phoned GP'*	*Comment if No*	*ON ADMISSION: Date/time last taken*

This is not a prescription or an instruction to administer medicines