Waiting Time and Elective Surgery Policy
Information for referring and treating doctors
Westmead Hospital


Information Bulletin IB2012_004 Advice for Referring and Treating Doctors - Waiting Time and Elective Surgery Policy provides information on changes introduced by the revised Waiting Time and Elective Surgery Policy in February 2012.

To refer a patient to the Waiting List, the referring doctor must:

1. Fully inform the patient about the planned procedure or treatment and obtain their consent.
2. Complete an approved Recommendation for Admission Form (RFA).
3. Forward the completed RFA to the Admissions and Bookings Office within 3 working days of the patient agreeing to the proposed procedure/treatment. (Forms may be mailed or hand delivered by the patient or doctor).

The Bookings Office at Westmead Hospital is located near the Main Entrance – opposite the Newsagency

- RFA forms received by the Admissions and Bookings Office are checked for completeness, accuracy and legibility
- If mandatory information is missing, the referring doctor will be contacted. This may delay processing of the form.
- Mandatory items include:
  - Patient’s full name, address and contact information
  - Patient’s Medicare number
  - Planned procedure/treatment
  - Clinical priority category (See below)
  - Admitting Medical Officer
  - Patient’s gender and date of birth
  - Anticipated election status (Private/Public etc.)
  - Presenting problem
  - Procedure date (if Category 1)
  - Patient’s signed consent

Clinical Priority Categories - a clinical assessment of the priority with which a patient requires elective admission

<table>
<thead>
<tr>
<th>Ready for Care</th>
<th>Category 1</th>
<th>Admission within 30 days desirable for a condition that has the potential to deteriorate quickly to the point that it may become an emergency.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 2</td>
<td>Admission within 90 days desirable for a condition which is not likely to deteriorate quickly or become an emergency.</td>
<td></td>
</tr>
<tr>
<td>Category 3</td>
<td>Admission within 365 days acceptable for a condition which is unlikely to deteriorate quickly and which has little potential to become an emergency.</td>
<td></td>
</tr>
</tbody>
</table>

Not Ready for Care
Patients who are either clinically not yet ready for admission (staged) or who have deferred admission for personal reasons (deferred).

A list of procedures with recommended Clinical Priority Categories can be found in Information Bulletin IB2012_004

For further information please contact the Admissions and Bookings Office on ext 56644 or email WSLHD-WestmeadBookings@health.nsw.gov.au

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