



## GENERAL INSTRUCTIONS FOR SCHEDULING SURGERY

After the initial evaluation and once surgery has been decided upon, you should follow the subsequent steps:

1. Set a tentative date for the surgery.
2. Decide which hospital you wish to use for the surgery\*.
3. Get the pre-surgery lab tests taken to evaluate your overall status before the surgery.
  - a. The basic pre-surgical tests include: Complete blood count (CBC), chemistry screen SMA 6, coagulation times, Rh D Group, and urine test.
  - b. If a different test is required, it will be specified upon scheduling your surgery. In specific cases like shoulder or knee prosthesis, extra tests may be needed.
  - c. **Pre-surgical labs and the internist medical evaluation should be completed a few weeks before your scheduled pre-surgery appointment.**
4. For patients 45 years or older, a pre-surgical evaluation by Internal Medicine and/or a cardiologist is required.
5. When the patient has major medical insurance, Dr. Guevara will fill out and submit the medical claim. For scheduled surgery, an authorized letter from the insurer granting coverage is required 5-10 days before handing over the corresponding insurance documentation.
6. Lastly, you will arrange the **pre-surgery appointment** (free of charge) with Dr. Guevara, who is in charge of reviewing the pre-surgery labs and, depending on your age, will also review the pre-op evaluation. Please specify by telephone the type of consultation you are scheduling.
  - a. During this appointment, a new clinical evaluation will be administered and, if necessary, any questions about the surgery will be clarified.

**NOTE: If an authorization letter granted by the insurer is not obtained, please notify Dr. Guevara to reschedule the surgery.**

Surgeons need adequate time to schedule surgery so we recommend you plan your surgery at least two weeks in advance.

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\* Dr. Guevara performs surgical procedures in the following hospitals: Star Medica, Hospital Ángeles de Querétaro, and Clínica Punta Sur.