

ADMISSION PROCESS

WHAT TO DO

You're having a procedure at Liverpool Day Surgery. Here is what YOU need to do 😊

FILL IN THE PAPERWORK

You should receive the LDS Admission Form from your specialist. Fill in ALL PAGES of the form as directed.

1

IMPORTANT TO NOTE: You must fill out all pages. Go back and check you filled in your weight on page 2, have wrote in all current medications and medical history.

2

RETURN COMPLETED FORM TO RECEPTION

You can drop in your completed form in person, email or FAX us the completed paperwork.

EMAIL

admin@liverpooldaysurgery.com.au

SCAN each page OR take **BIG CLEAR** photos of each page

You can SCAN on the Iphone 'NOTES' App!
Follow these steps to do so:



Click the link symbol and select the scan Documents' option.



Take photo scans of each page.



Select SHARE scans and email to us

If you do NOT receive a reply back,
we have NOT received your email.

Resend it and look for a reply

FAX

02 9821-4627

DROP IN

105-119 Longstaff
Avenue CHIPPING
NORTON
NSW 2170

Drop your completed
form to RECEPTION

3

CONFIRM ADMISSION TIME

The day BEFORE your procedure, call **9601 4488** to find out the time you must present for admission.

WE WILL CONFIRM WITH YOU

1. You have arranged a pick-up person for after procedure
2. Any Fees or payments to sort on the day
3. That you have received and will follow prep instructions from your doctor

Have questions about your bowel prep or medications?

CONTACT YOUR DOCTOR'S ROOMS DIRECTLY