



 **Surgical
Handbook**

*What You
Need to Know
About Your Surgery*



 **McLaren**

NORTHERN MICHIGAN

Please bring this booklet with you on the day of your surgery.

Scheduled Procedure(s): _____

Physician/Surgeon: _____

SPECIAL INSTRUCTIONS TO YOU FROM YOUR PHYSICIAN/SURGEON

Your physician/surgeon may order tests to be done before your surgery.

To avoid any delays in your procedure, please tell anyone performing the tests the date of your surgery.

SCHEDULING YOUR SURGERY

1. Please call to schedule your pre-surgical phone interview with the Surgical Admissions Nurse.
 - Call Central Scheduling at (231) 487-3100 or toll free at (866) 487-3100.
 - FOR CHEBOYGAN ENDOSCOPY patients only, a Cheboygan nurse will contact you directly.

PHONE INTERVIEW: Date _____ Time _____ a.m. /p.m.

Note: Please have your medical history and an accurate medication list (including dosage and frequency) available.

2. You will need to pre-register. There are two options available to pre-register:
 - **PHONE:** You may call the registration office Monday through Friday, 8:30 a.m. to 5 p.m. at (231) 487-3445 or toll free at (866) 652-0992.
 - **ONLINE:** You may pre-register online at the McLaren Northern Michigan website, northernhealth.org, by clicking on "Online Pre-registration."
 - Note:** You will need to know the date of your surgery and you must have your insurance information available.
3. The day before surgery (between 12 p.m. and 2 p.m.), we will call you at the number you provided with a surgical arrival time. If you are unavailable, we will leave a message at this same number.
 - Days of operation: Monday — Friday, closed Saturday and Sunday
 - Patients having surgery on Monday will be contacted on Friday
 - Surgeries before or after a holiday will be called on the previous business day
 - **PETOSKEY SURGICAL PATIENTS:** if you have any questions regarding surgery, please call (231) 487-4103. **For questions regarding surgical arrival times, call (231) 487-4840 or toll free at (866) 487-4840.**
 - **CHEBOYGAN SURGICAL PATIENTS:** if you have any questions, please call (231) 627-1541.

SURGERY: Date _____ Arrival Time _____ a.m. /p.m.

If your health condition changes after this phone call, please call the hospital operator at (231) 487-4000 and ask to speak with the house supervisor to review your scheduled surgery time.

Examples of changes in health conditions include chest pain, fever, nausea, cough, flu-like symptoms, or a skin condition (i.e., sore, rash, open wound, blister, or animal bite).

Note: Your surgery may be delayed due to issues beyond our control — we appreciate your patience.

Important Instructions to Follow

- 1. Beverages before surgery.**
Unless otherwise instructed, you may sip clear liquids (water, apple juice, black coffee, tea) up to three hours prior to arrival.
- 2. Do not eat or chew anything (no gum, hard candy, or mints) after midnight the night prior to surgery.**
You may brush your teeth and/or use mouthwash.
- 3. Do not smoke, chew tobacco, or drink alcohol for at least 24 hours before and after surgery.**
- 4. Arrange for transportation.**
For your safety, you must have an adult drive you home and stay with you for the first 24 hours after surgery.
- 5. Bring all current prescription medications you are taking in their original containers.**
- 6. Leave all jewelry, credit cards, cash, and other valuables at home.**
- 7. Leave contact lenses at home.**
All contact lenses must be removed prior to surgery.
Remember to bring your contact case and glasses if needed.
- 8. All minors must be accompanied by a parent or legal guardian at all times.**
Plan to have someone else drive you and your child home to allow you to care for your child.
- 9. Power of Attorney (POA) or guardianship papers must be provided prior to surgery.**
The person named on POA/guardian papers must be present to sign all consents or have them signed prior to surgery.
- 10. Please make sure your physician knows all medications you are taking.**
Please notify your physician if you take blood thinners, such as Coumadin, Plavix, NSAIDS, aspirin, Lovenox, or herbal medications. Ask your physician whether you should take any medications the night before or the day of surgery.
- 11. Wear casual, loose-fitting clothing.**
Shower the night before and the morning of surgery using an antibacterial soap. See page 6.
- 12. McLaren Northern Michigan is fragrance free.**
We also ask that family and friends avoid wearing fragrances.
- 13. Please be prompt.**
- 14. Notify your surgeon right away if you become ill before surgery.**
See page 6.

Failure to follow the above instructions may lead to the delay or cancellation of your surgery.

Pre-Authorization and Payment Arrangements

Most insurance companies require pre-authorization. It is your responsibility to verify this information. Your physician's office is the best source regarding required information for pre-authorization.

In order to properly bill your insurance company, please bring your health insurance card(s) on the day of your surgery.

Payment of deductibles and co-pays will be required prior to your scheduled surgery or diagnostic test date. If you currently do not have insurance, a deposit will be required.

Please contact a McLaren Northern Michigan Financial Counselor at (231) 487-4243 to arrange for payment by check, credit card, or cash. All calls will be returned within 24 hours.

Day of Surgery

- Please remove all nail polish and makeup before arriving. Clear polish on natural or acrylic nails is ok.
- Check in at the appropriate location:
 - **PETOSKEY** patients: Patient Information Desk in the McLaren Northern Michigan Main Lobby.
 - **CHEBOYGAN** patients: Registration Desk in the Cheboygan Community Medical Center.
- You and your family will be directed to a waiting area. You will then be directed to the preoperative (pre-op) department and will be prepared for surgery.
- You may be asked to completely undress and wear a hospital gown.
- Your belongings will be given to your family.
- A member of your health care team will take your temperature, blood pressure, pulse, respirations, height, and weight.
- The nurses will review your medical history, and pre-surgical pain (see page 8) will be assessed.
- Once you are ready for surgery, up to two family members will be allowed to wait with you in the pre-op area.
- Members of your surgical team will meet with you in pre-op to discuss your surgery.
- You will be asked to remove your glasses, contact lenses, dentures, hearing aid, rings, watch, and all other jewelry (including body piercings). Please bring storage containers.
- Your family will be asked to return to the waiting area when your surgical team comes to take you in for surgery.
- Visiting children are allowed in the surgical waiting rooms; however, they must be accompanied by an adult at all times. They may not be permitted in other patient care areas.

Note: Special instructions for patients with diabetes can be found on page 7.

During Surgery

The surgical team consists of your surgeon (another physician may be asked to assist on certain procedures), an anesthesiologist or nurse anesthetist, registered nurses, and surgical technologists. Anesthesia staff administer anesthesia, oxygen, and monitor your vital signs throughout the operation. Registered nurses organize care during your surgery, while technologists assist the surgeon directly. Equipment in the operating room includes monitors, which continually display your heart rate and rhythm. Large bright lights are positioned over the surgical table to provide the brightest light for your surgeon. Everyone in the surgical unit wears masks, covers their hair, and wears surgical clothing to maintain as much of a clean and bacteria-free atmosphere as possible.

Recovery Period

Your surgeon will talk to your family in the waiting area after your surgery is done. You will be taken to the recovery area where you will stay for about one hour. You will then be moved to either the post-op area or your hospital room, where you will stay until you are able to safely leave the hospital.

You will be asked to breathe deeply and cough often after surgery. These exercises increase circulation, clear your lungs, and lower the risk of pneumonia. Continue the deep breathing and coughing exercises several times each day while you are in the hospital and after you return home.

Nurses will monitor your vital signs and make sure that you are comfortable while the effects of anesthesia wear off. They will also assess for pain, administer medications, check your dressing site, and assist you with any activity.

As the anesthesia wears off, you may experience blurry vision, dry mouth, or chills. You may still be receiving intravenous fluids. Your incision may feel tender or sore, and you may feel pressure or a pulling sensation when you cough or turn. Your nurses will be there to assist you with the post-surgical experience. If you are uncomfortable, tell a nurse.



After Your Surgery

INPATIENT SURGERY

If your surgery requires that you stay in the hospital for a few days, here are some of the things that you will need to know:

- Most patients will be expected to get out of bed and walk the night of surgery. A nurse will advise and assist you — do not attempt to get up alone the first time.
- Pain medication is an important part of your recovery. Being comfortable makes your post-operative exercises (i.e. coughing, deep breathing, turning, and walking) easier. Several methods of managing your pain are available. The recommended treatment of pain depends on your medical condition and the nature of the operation. This will be discussed with you by your surgeon and/or anesthesiologist.

OUTPATIENT SURGERY

If you have had outpatient surgery, we plan for you to return home the same day of your surgery. A responsible adult must accompany you home. You may not drive yourself home.

Before you are discharged to go home, you must:

- Drink and tolerate fluids.
- Get up and into a chair and possibly walk around a little.
- Have your pain level under control.

Here are a few instructions that you will need to abide by after discharge:

- Go directly home.
- You may be groggy or sleepy the rest of the day.
- Do not drive a motor vehicle or operate any machinery for 24 hours.
- Do not drink alcohol or take any drugs for 24 hours, except those prescribed by your physician.
- Anesthesia usually wears off within 24 hours. However, it may affect your judgment, so use caution in making major decisions or signing legal papers.
- Your physician will give you guidelines about walking, climbing stairs, and when you may safely return to work or your regular exercise routine.
- A nurse or your physician may call you at home approximately 24 hours after your surgery to ask how you are feeling and discuss your progress. Plan to ask your surgeon-specific questions about your surgery.
- You may experience nausea. You should start with fluids and add soft foods as directed by your physician. After surgery, it is best to avoid greasy or spicy foods.

Information about Surgical Site Infections

Most patients who have surgery do not develop an infection. However, infections develop in roughly 1 to 3 of every 100 patients who have surgery.

WHAT CAN I DO TO HELP PREVENT SURGICAL SITE INFECTIONS?

Before Your Surgery:

- Tell your physician about other medical problems you may have. Health problems such as allergies, diabetes, and obesity could affect your surgery and your treatment.
- Quit smoking. Patients who smoke get more infections. Talk to your physician about how you can quit before your surgery.
- Shower with the antibacterial soap your physician or the hospital will provide or instruct you to obtain. Be sure to follow the printed instructions with the product. This will decrease bacteria on your skin if used according to the directions. Be sure to also have clean bedding and clothes.
- Do not apply lotions after the antiseptic shower.
- Do not shave at home. Shaving with a razor can irritate your skin and make it easier to develop an infection. A surgical team member may use electric clippers to remove necessary body hair at the surgical site before surgery.
- If you have diabetes, maintain good control over your blood sugar.
- Notify your surgeon if you have developed any of the following since your surgery was scheduled: fever, respiratory infection, open or draining sores, toothache or tooth abscess, or signs of a urinary tract infection.

At the Time of Your Surgery:

- Talk with your surgeon if you have any concerns.
- Ask if you will get antibiotics before surgery.

After Your Surgery:

- Family and friends who visit you should not touch your surgical wound or dressings.
- Family and friends should clean their hands with soap and water or an alcohol-based hand rub before and after visiting you. If you do not see them clean their hands, ask them to do so.

WAYS McLAREN NORTHERN MICHIGAN STRIVES TO PREVENT SURGICAL SITE INFECTIONS

To help prevent infection at the site of your surgery, your health care providers:

- Will clean their hands with soap and water or an alcohol-based hand rub before and after caring for each patient.
- May remove some of your hair from the site of your surgery by using electric clippers instead of a razor.
- Will wear special hair covers, masks, gowns, and gloves during surgery to keep the surgical area clean.
- May give you antibiotics before your surgery starts.
- Will clean the skin at the site of your surgery with an antiseptic that kills germs before beginning the procedure (you are usually asleep when this step occurs).

WAYS YOU CAN HELP PREVENT SURGICAL SITE INFECTION

To help prevent infection at the site of your surgery, you can:

- Make sure you understand how to care for your wound before you leave the hospital. Follow discharge instructions carefully.
- Always clean your hands before and after caring for your wound.
- Call your physician immediately if you have any symptoms of an infection, such as redness and pain at the surgical site, drainage, or fever.

Surgery and Your Diabetes

Surgery presents several challenges for both you and your health care team. Stress and anxiety can cause changes in blood glucose, possibly delaying wound healing and increasing the chance of infection.

BEFORE SURGERY

Prior to your surgery, you are fasting, usually have an IV, and are anxious. If you have received insulin, fasting will increase the risk of hypoglycemia (low blood sugar) unless dextrose (a form of sugar) is added to the IV fluids to protect against hypoglycemia. During this time there are also hormonal changes, which cause blood sugars to rise.

DURING SURGERY

As you are given anesthesia, levels of stress hormones continue to rise, remaining high throughout most surgical procedures. This stress response causes blood sugars to continue to rise. Therefore, your anesthesiologist will be monitoring blood sugar before, during, and after the procedure.

In order to prevent blood sugars from going too high, it is often necessary to give you insulin before, during, and even after surgery. Even someone with a well-controlled diet or a diet well-managed with oral medications may need insulin to control the blood sugars during periods of stress, such as surgery, and such changes in the blood sugar are relatively easy to adjust with insulin. Treatment with insulin during surgery is usually temporary, unless you are already taking insulin for diabetes management. When the stress is over, you may no longer need insulin.

AFTER SURGERY

The major effect of diabetes after surgery is related to variable food intake and ability to take fluids. There is a risk of both low and high blood glucose.

CLEAR LIQUID DIET

There are times that you may have a clear liquid diet ordered for you. Sugar-free liquid diets are not appropriate for people with diabetes. You will be given a diet that includes items such as regular soda and regular gelatin. You should receive approximately 200 grams of carbohydrates spread throughout the day.

BLOOD GLUCOSE MONITORING

All patients with diabetes should have their blood sugars monitored. You may find that your blood sugars will be checked more often than you commonly do at home.

Surgery Instruction for Insulin-dependent Surgical Patients with Diabetes

MORNING OF SURGERY (IF YOUR ARRIVAL TIME IS BEFORE 11 A.M.)

- You can drink clear liquids: water, apple juice, cranberry juice, regular or diet pop, chicken broth, or coffee/tea (with sugar or sugar substitute) until _____ the day of surgery.

Insulin Instructions: _____

Evening Prior to Surgery: _____

Morning of Surgery: _____

IF YOUR ARRIVAL TIME IS AFTER 11 A.M.

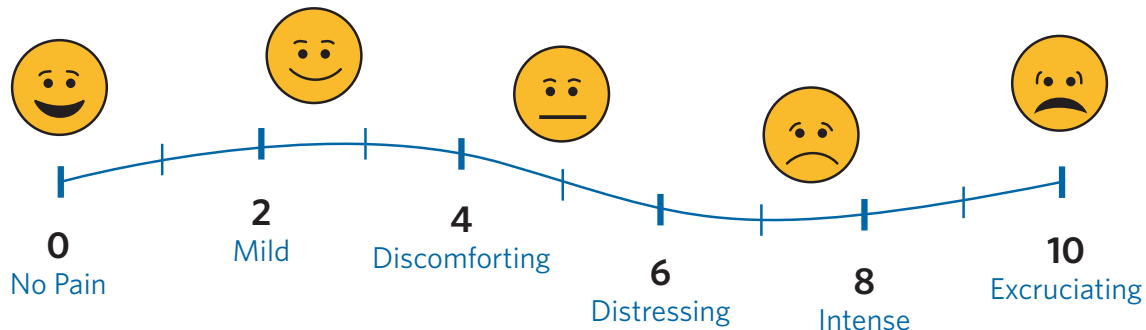
- Check blood sugar upon awakening in the morning and every four hours until your arrival at the hospital.
- If blood sugar results are less than 100 or greater than 200, please call at (231) 487-4103 and ask to speak to the Ambulatory Surgery Team Leader for further instructions.

Pain Control

You will be asked about pain when you enter the hospital. We will give you information about your pain control needs and together, we will decide how to control it.

Please tell us when you have pain. Pain medication works best when it is given regularly. When you wait until the pain is severe, it takes longer to relieve and is harder to control.

If your physician expects that you will have continued pain after you leave the hospital, pain medication may be ordered. Upon discharge, your nurse will discuss how to take your pain medication and any further instructions.



Blood Transfusion

Your physician will carefully evaluate your transfusion needs and order blood only if necessary. The Blood Bank will type and cross match your blood with a donor blood product.

McLaren Northern Michigan receives the vast majority of its blood from the Great Lakes Regional Blood Services of the American Red Cross and occasionally obtains blood or blood products from the Michigan Community Blood Center (MCBC).

Blood may cause a reaction, but it is rare. Prior to each transfusion, blood is carefully checked by the Blood Bank and the nursing staff. Every effort has been made to ensure that the blood given to you is safe. The blood is tested and must be free of diseases such as AIDS, hepatitis B and C, syphilis, and West Nile Virus. Rarely, patients may experience a minor transfusion reaction. Most of these reactions are not serious and no therapy is required. Notify your physician if you experience any reactions following the transfusion.

There are occasions when you can donate your own blood; this is called autologous donation. Discuss this option with your physician. Autologous blood donation is available at the American Red Cross Donor Center in Petoskey.

Friends and family members can also donate, but your physician must order this service called Directed Donation through the American Red Cross. Directed Donation is not available for emergency blood transfusion. All donors must be screened using the same standards as routine volunteer blood donors. All units of blood will be tested.

NOTE: If you have other questions about Blood Transfusions, please talk with your physician, McLaren Northern Michigan, American Red Cross, or the American Association of Blood Banks. They will provide you with additional information. **If you would like a brochure regarding more information about Blood Transfusion, please ask your physician.**

Little Traverse Bay
LAKE MICHIGAN



**McLAREN NORTHERN MICHIGAN
PETOSKEY CAMPUS**
416 Connable Ave
Petoskey, Michigan 49770

When arriving at the hospital,
please enter through the
Main Lobby entrance and check in
at the Patient Information Desk.

Free valet service is available
at the Main Lobby entrance
Monday - Friday, 8 a.m. - 5 p.m.



**McLAREN NORTHERN MICHIGAN
CHEBOYGAN CAMPUS**
740 S. Main St
Cheboygan, Michigan 49721

When arriving at the hospital,
please check in at the
Registration Desk in the
Cheboygan Community Medical Center.