

SCHEDULING PATIENTS AT HALIFAX HEALTH

Schedule Operating Room Cases and Pre-operative Assessment Visits

Scheduling hours:

- › Monday - Thursday, 8:00 am to 4:30 pm
Friday, 8:00 am to 3:30 pm
- › For after hours and weekends, call the
Operating Room Back Desk, **386.254.4147**.

Note: *You will receive a confirmation number once the surgery has been confirmed.*

Submit a Surgery Reservation Request

- › **OR Scheduling Portal Online:** Our preferred method of scheduling is online. To initially access the portal, please contact Operating Room Scheduling at **386.254.4148** or ORSchedulers@halifax.org.
- › **Phone:** Scheduling can also be done by contacting the OR Schedulers directly **386.254.4148**.
- › **Fax:** Complete Fax Scheduling Form, available online at halifaxhealth.org/forms. Then, fax to **386.252.0092**
 - **Note:** If scheduling for the next day, please call OR Schedulers directly **386.254.4148**.

Cancel or Change Date of Surgery or Pre-operative Assessment

- › **Phone:** You may also call **386.254.4148**

Day of Surgery Documents

Forms may be found online at halifaxhealth.org/forms.

- › **Fax:** Fax documents to the location where the procedure is scheduled:
 - Halifax Health Medical Center, Same Day Surgery (Main OR): **386.254.4142**
 - Halifax Health Medical Center, Professional Building, Same Day Surgery: **386.254.4316**
 - Halifax Health - Medical Center of Port Orange, Operating Room: **386.257.8771**
 - GI Lab: **386.258.4951**

For concerns or questions, contact:

Halifax Health - Same Day Surgery
386.254.4045 or HMCSDS@halifax.org.

For Financial Clearance and Patient Access Inquires:

Financial Clearance Office:
Mauricio Suarez, **386.254.4000, x1391**

Financial Counselor Office:
Deborah Shinnors, **386.254.4286**

For concerns or questions, contact:

Angela Bolte, Patient Access Manager
386.226.4549 or angela.bolte@halifax.org

