

Before admission checklist

- Read our patient information booklet. It has all the information you need about the steps that follow. Ask a friend or whānau member to read it too.
- Watch our patient experience video on our website alleviahospitals.co.nz
- If you are paying for your procedure and/or have a private health insurance approval shortfall, payment is to be made on or before admission.
- So that you're aware of any payment or possible balance of payment, please call our Customer Support team so we can give you an estimate of our costs.
- Obtain your prior approval letter (if you have health insurance), and forward it to the hospital with your forms **at least one week** prior to your admission.
- Complete the **Patient registration form**.
- Complete your **Patient health questionnaire**.
- Complete the **Consent for operation/procedure** with your specialist. This may be done before your admission or when you arrive at the hospital. If you have the consent form, please bring this with you on the day of admission or send it to us in advance.
- The hospital must receive your completed online or paper copy of forms **at least one week** prior to your admission. We can receive these forms via our online admissions platform, email, in person, by courier or by post. Please ensure you allow **at least two weeks** for postage to be delivered to us.
- Check your surgery date and admission time. If you have not already received your admission time, please contact your specialist's rooms as soon as possible.
- Check any specific pre-admission instructions from your specialist.
- Plan for any additional support following your discharge e.g. someone to stay with you for the first 24 hours, home nursing services or rehabilitation services. Discharge time is **10am**.
- Arrange transport to and from the hospital.
- Pack everything we need you to bring, including all the medications you are currently taking.