

	Information für den Klinikaufenthalt von OP-Patienten - englisch Patienteninformation	Klinik
	09 D Informationsmanagement PI-00097	1.1 29.11.2017

Dear Patient,

We would like to inform you about the procedures regarding your scheduled operation:

1. Information regarding preadmission

In order to shorten the admission process on the day of your operation it is necessary that you come to the hospital 4 weeks but no later than 3 days prior to your operation date, so the preadmission can take place.

- Preadmission times are **Mondays and Thursdays** between **2pm** and **5pm**. On the day of your preadmission appointment, please check in at the reception desk in *Arcisstraße 35* with your health insurance card.
On preadmission days, please allow some time as various clinics are in operation.
- You still need to come to the hospital for your administrative preadmission at least 3 days prior to the scheduled operation. If you are not able to arrange an appointment during the preadmission times, please check in at the reception desk workdays between 11am and 8pm.
- On rare occasions, the entire admission's process can be arranged on the day of the operation. Please phone 089/2122-0 in order to confirm this arrangement.

2. Information regarding anaesthesia

The preliminary talk regarding anaesthesia must take place a maximum of 14 days and no later than 3 days prior to the operation and is a precondition for the operation.

- The preliminary talk can take place via phone or in person during the anaesthesia consultation hour; however, the consultation hour is primarily intended for patients with severe chronic diseases.
- Please phone the direct dial numbers **089/2122-211**, **089/2122-213** or **089/2122-218** in order to contact the anaesthesia department nearer the time. They are available on work days between **9am** and **1pm**.
- If you cannot reach the anaesthetist in person, please leave a message on the answering machine giving your name and your phone number. You will be contacted as quickly as possible.
- Appointments can be made during the anaesthesia consultation hours on Mondays between 5pm and 6pm or on Thursdays between 4pm and 5pm after prior agreement by phone.

3. Information regarding the day of your operation

Between 5pm and 8pm on the day prior to your operation, we will contact you by phone to inform you about the exact admission time. Please make sure that we can personally contact you, or that we can leave a message on your answering machine.

Please note the following information:

- In the event of illness, please inform the transferring doctor's surgery as soon as possible, as well as us by phoning 089/2122-0.

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Diakoniewerk München-Maxvorstadt

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- **Please note the following fasting information regarding the day of your operation:**
You can only eat small meals which are easy to digest up to 6 hours prior to the anaesthesia,
6 hours prior to the anaesthesia, all food intakes are prohibited, and only clear liquids are permitted (no juices with bits and no drinks containing protein, e.g. milk).
2 hours prior to the anaesthesia, intake of any clear liquid is also prohibited.
Exception: sips of water are permitted for the taking of medication.
Please don't smoke on the day of your operation! If you have any concerns about not being able to keep this restriction, please address your concerns during your anaesthesia preliminary talk.
- In case of scheduled outpatient surgery, please name an adult person who can pick you up afterwards and can care for you for 24 hours after the operation.
- Please note that operations can only take place if the completed and signed documentation is present, unfortunately if this is not the case, the operation will have to be cancelled.

Please note that it is imperative to bring the following documents:

- Your health insurance card
- Your medication schedule (filled in by your GP)
- The form regarding the clinical result documentation in accordance with the anaesthesia preparation (filled in by your GP)
- Operation information sheet
- Anaesthesia information sheet
- Preliminary findings agreed with the physician, e.g. laboratory, ECG, taking X-rays

4. How to find us

Not far from Munich's main train station, *Diakoniewerk* is situated in *Heßstraße* in Munich's city district *Maxvorstadt*.

The main entrance is situated in *Arcisstraße 35* in 80799 Munich.

The hospital is easily reachable by public transport:

- underground line "U2 Theresienstraße"
- bus line "154 Arcisstraße"
- tram line "27 Pinakotheken"

Unfortunately there is a lack of parking space in *Maxvorstadt*, which may involve a longer search. Parking tickets may be limited to two hours.

We wish you a pleasant stay and a quick recovery at our hospital.

Yours sincerely

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