

University of Texas Medical Branch Sleep Disorder Center Policy: 08.08.03 Scheduling Sleep Studies	Effective Date: June 2013 Revised Date: June 2013 Review Date:
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## Scheduling Sleep Studies

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- Audience:** All personnel in the Center for Sleep Disorders
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- Purpose:** To establish guidelines for scheduling sleep studies for the University of Texas Medical Branch Sleep Disorder Centers.
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- Policy:** Sleep Studies are scheduled when ordered by UTMB physicians, as well as external non-UTMB physicians, and after review of the patient’s medical record by designated sleep staff physicians. This review and approval is documented in the patient’s electronic medical record (Epic). All orders must be signed by the referring physician. Only designated sleep center personnel may approve the scheduling of sleep studies.
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- Procedure:** Sleep study referrals are entered in the patient’s electronic medical record (Epic) by UTMB physicians. To inform the Sleep Disorder Center staff of pending orders in Epic, UTMB physicians and/or clinic staff may call:
- Sleep Lab Coordinator (SLC)
    - Office: 409-772-1072
    - Fax: 409-772-5881

UTMB referrals are found under the Epic ‘Workqueue’ titled Sleep Order Diagnostic Specialty. Non-UTMB physicians may fax direct referrals to either center. All external sleep study requests must be signed by the referring physician and uploaded to the patient’s chart in the electronic medical record (Epic).

Once the SLC receives the referral for a sleep study, the patient’s clinic notes associated with the referral are either printed from Epic (if the referral was from a UTMB physician) or faxed to the SLC if the referral is from a non-UTMB physician. The referral, along with the clinic notes are then given to designated sleep staff physicians for review. The sleep staff physician will then approve (if appropriate) and designate on the referral what type of study to perform along with any instructions and sign will sign the order.

Once the referral has been reviewed and approved, the SLC will document in Epic what type of study to be performed along with any instructions from the sleep physician as well as time, date and their signature.

Only designated sleep center personnel may schedule sleep studies. The SLC will contact the patient to set up an appointment. If after two phone

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calls there is no response from the patient, a letter will be mailed asking that they contact the Sleep Disorder Center to schedule an appointment at 409-772-1078. All notifications and correspondence with the patient are documented on the referral in Epic.

Sleep studies are scheduled through cadence. Sleep studies are scheduled Monday through Saturday nights at either 9:00PM or 9:30PM. Either a date convenient for the patient is chosen, or the next available date and time slot are chosen. Should a patient request a date sooner than the first one available that patient will be put on a wait list so that if there is a cancellation, the patient will be called to come in. A patient on the wait list should not be called to come in any later than 9:00PM the day of the study.

During the appointment process the patient is given instructions for preparation for the sleep study and screened for special needs. Special needs include, but are not limited to:

- Allergies to latex or adhesives
- Wears oxygen
- Has a seizure disorder
- Needs ambulatory assistance
- Has head or chest congestion
- Is in need of a language translator (which can be accommodated by calling Language Assistance at 409-747-2121)

Once the appointment is scheduled a sleep study packet is mailed to the patient. This packet consists of the appointment confirmation, instructions for the sleep study and parking, a map of UTMB and questionnaires the patient is to fill out and bring with them to their appointment.

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