



ST LUKE'S

PRIVATE HOSPITAL



**SLEEP CENTRE**

Pre-admission Information and Form



### Our commitment to care

With an unwavering commitment to the health and wellbeing of the community, St Luke's Care is a non-denominational, not-for-profit organisation that has delivered excellence in health and aged care since 1919.

Driven by quality and a genuine concern for the wellbeing of our patients, residents and clients, we provide quality care with a personal touch. St Luke's practices the model of person-centred care, which, when possible, prioritises the individual and their wishes before anything else. We acknowledge the whole person and their individual identity, not just their physical care alone.

The St Luke's difference comes from our staff who are renowned for their professional care, warmth, enthusiasm and patience. Whether you are receiving care from our Private Hospital, St Luke's Clinic, Home Care team or Lulworth House – our residential Aged Care facility – our staff are the core of our model of care.

## BOOKING YOUR ADMISSION

### STEP ONE

**Referring Doctor** to complete the Pre-admission/Referral form

### STEP TWO

**Referring Doctor** to book the study with the Bookings Office on (02) 9356 0283, then fax or email the Pre-admission/Referral form through (details below)

### STEP THREE

**Patient** to complete the Patient Details form (two pages)

Once all forms are completed, and **to confirm your booking**, please return all forms via one of the following:

- The enclosed reply paid envelope
- Scan to [bookings@slc.org.au](mailto:bookings@slc.org.au)
- Fax to **(02) 9356 0431**
- Or if your admission is within a week, please phone the admissions office on **(02) 9356 0200**

### STEP FOUR

**Patient** to keep information booklet for reference

*Thank you*  
for choosing St Luke's Private Hospital

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## WELCOME

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Thank you for choosing St Luke's Sleep Centre. St Luke's Sleep Centre provides a tranquil, peaceful environment for its patients, where you can look forward to a private room, a restaurant-style meal, and free Wi-Fi and on-site parking as part of your stay.

St Luke's Sleep Centre specialises in the investigation and interpretation of all forms of sleep disorders in both adults and children. It is the first Accredited Paediatric Sleep Facility in Australia, and is part of St Luke's Care, a not-for-profit organisation that has been providing health services to the community for nearly 100 years.

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## PREPARING FOR YOUR STAY

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You have been referred by your GP or Specialist to have a sleep study. This study is managed by a physician who specialises in respiratory disorders and/or sleep medicine.

**The physician you are being referred to is:** \_\_\_\_\_

This doctor will only see you once you are admitted to the Sleep Centre and will bill you separately to your regular doctor.

### CONFIRMING YOUR ADMISSION

An Admissions Officer will contact you prior to your study date to confirm your booking.

If you have any special requirements, please notify our staff at this point.

One parent or caregiver of a child patient will be accommodated for with meals and bedding.

### WHAT TO BRING

- Any health fund or entitlement cards, e.g. Medicare, Safety Net, Veterans' Affairs. If proof of entitlements are not presented, full costs will be charged
- Any paperwork not already forwarded to the hospital
- Current medications in their original containers, sufficient for one night's stay
- Payment for estimated gap between fund benefits and hospital fees, or total estimated costs of hospitalisation if you do not have private health insurance
- Any aids, such as a walking stick or hearing aids
- Current CPAP mask and machine, if you use one

**We recommended that you bring:**

- Sleepwear, dressing gown and slippers
- Personal toiletries
- Small amount of change for minor purchases at the vending machine
- Your own pillow, as it may help you to sleep better
- For a child – favourite toy, formula, bottle and any special dietary needs (if applicable)
- Reading material and/or activity books

**It is recommended that you do **not** bring:**

- Valuables, including jewellery or large sums of money (unless settling your account in cash on admission)
- Unnecessary clothing, items or large luggage

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## ON-SITE ACCOMMODATION FOR FAMILY, CARERS OR FRIENDS

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St Luke's Private Hospital offers overnight accommodation in our Nightingale Apartments for patients, family, carers and friends. Conveniently located on the St Luke's Private Hospital site, these comfortable rooms are complete with a kitchenette and private bathroom.

**For any enquiries regarding your admission or on-site accommodation, please call (02) 9356 0200.**

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## MEDICATIONS

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Working together with your health care team, you can help to ensure safe use of your medicines by:

- Sharing all medication-related information with your doctor, nurse or other health professional
- Advising your doctor, nurse or other health professional of any previous allergies or reactions to medication that you have experienced
- Bringing all of your current medications to hospital in their original containers, and your current medication list if applicable

It is very important for your care that health professionals understand the medications you are taking. We can make sure you do not miss any medication you need, and assist you to obtain the full benefits from your existing medicines.

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## THE DAY OF YOUR SLEEP STUDY

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### **YOUR ARRIVAL**

All patients are admitted via the hospital's main reception desk between 5:30pm and 6:00pm. If driving, please proceed down the driveway of 18 Roslyn Street. Overnight parking is available in the visitor parking.

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## YOUR STAY

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### **VISITING HOURS**

Visitors are most welcome at St Luke's Private Hospital. Family and loved ones are encouraged to visit during visiting hours. Visiting hours are between 6:00pm to 8:00pm.

### **MEALS**

Our delicious in-house menu is carefully selected by our professional chefs. Dinner and breakfast are provided for all patients, including the accompanying parent of a child. Meals can be tailored to your clinical and special dietary requirements; please discuss this when contacted by our Admissions staff. Our friendly Diet Aide will contact you before your admission to confirm your order.

### **ACCOMMODATION**

The Sleep Centre has private rooms with ensuite facilities. For the comfort of our patients, all rooms are furnished with a TV, telephone, air-conditioning and have Wi-Fi access.

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## LEAVING THE HOSPITAL AND FOLLOW-UP

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Most discharges from the Sleep Centre are by 7:00am the following morning. However, dependent on your individual study, your discharge time may be later. Your discharge time will be confirmed with you prior to admission.

You should ensure that you have a follow-up appointment with your treating doctor, where you will receive the results of your sleep study.



**ST LUKE'S**  
PRIVATE HOSPITAL

Attach patient identification label (Hospital Use Only)

UR No.: \_\_\_\_\_ Admission No.: \_\_\_\_\_

Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

Date of Birth: / / Gender: \_\_\_\_\_

Doctor: \_\_\_\_\_

**SLEEP CENTRE  
PRE-ADMISSION/REFERRAL FORM**

**FAX COMPLETED FORM TO** (02) 9356 0431  
**OR EMAIL TO** bookings@slc.org.au

All information is required to book a study. Patient detail forms must be completed to confirm booking

REFERRAL  TO or  FROM

- |   |  |  |   |   |
|---|--|--|---|---|
| <input type="checkbox"/> Dr Hugh Allen          | <input type="checkbox"/> Prof David Barnes | <input type="checkbox"/> Prof Roy Beran  | <input type="checkbox"/> Dr Gregory Blecher | <input type="checkbox"/> Dr Anup Desai  |
| <input type="checkbox"/> Dr Natalie Gentin      | <input type="checkbox"/> Dr Paul Hamor     | <input type="checkbox"/> Dr Brian Jarvie | <input type="checkbox"/> Dr Bradley Martin  | <input type="checkbox"/> Dr Arthur Teng |
| <input type="checkbox"/> Dr Ganesh Thambipillay | <input type="checkbox"/> Dr John Widger    | <input type="checkbox"/> Dr Frank Yan    | <input type="checkbox"/> Dr Kwok Yan        | <input type="checkbox"/> Other _____    |

**PATIENT DETAILS**

Title: \_\_\_\_\_ Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Date of Birth: / / Gender:  Male  Female

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**MEDICARE/HEALTH FUND DETAILS**

Medicare number: \_\_\_\_\_ Expiry / \_\_\_\_\_ Ref No. \_\_\_\_\_

Health fund:  Yes  No If yes, fund name: \_\_\_\_\_ (No. before patient's name)

**STUDY DETAILS**

Date of Study (if booked): / /  Review  Urgent  Routine

Study requested (please tick):  Diagnostic  MWT  T3 & T4 Video  CPAP Titration  
 APAP  MAS  MSLT  EEG Full 10/20

**CLINICAL DETAILS**

**Sleep Hx**

- Witnessed apnoea
- Chronic snoring
- Wakes unrefreshed
- Daytime lethargy, hypersomnolence
- Restless legs
- Abnormal sleep behaviour

**Other Medical Hx**

- Heart disease
- Diabetes
- Obesity
- Hypothyroidism
- Asthma/CAL
- Hypertension
- Insomnia
- COPD
- AF
- Heart failure
- HIV/HEP B/C
- Depression
- CVA
- Epilepsy
- ADD/ADHD
- Parasomnia
- Developmental issues
- Commercial driver

Allergies: \_\_\_\_\_

Clinical notes: \_\_\_\_\_

Referring Doctor: \_\_\_\_\_ Provider No: \_\_\_\_\_

Date: / / Referring Dr Signature: \_\_\_\_\_

Copy of report to: \_\_\_\_\_

Doctor's stamp

LC5383 SLC 0817

DOCTOR TO COMPLETE

PRE-ADMISSION/REFERRAL FORM

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**ST LUKE'S**  
PRIVATE HOSPITAL

Attach patient identification label (Hospital Use Only)

UR No.: \_\_\_\_\_ Admission No.: \_\_\_\_\_

Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

Date of Birth: / / Gender: \_\_\_\_\_

Doctor: \_\_\_\_\_

**PATIENT DETAILS FORM**

**ADMISSION DETAILS**

Admitting Doctor: \_\_\_\_\_

Date of Study: / / \_\_\_\_\_

**PERSONAL DETAILS**

Title: \_\_\_\_\_ Given Names: \_\_\_\_\_

Surname: \_\_\_\_\_ Previous Surname (if applicable): \_\_\_\_\_

Residential Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Telephone (Wk/Day): \_\_\_\_\_ (Home): \_\_\_\_\_ (Mobile): \_\_\_\_\_

Email: \_\_\_\_\_

Gender:  Male  Female Date of Birth: / / Age: \_\_\_\_\_

Marital status:  Single  Married  De-facto  Divorced  Separated  Widowed

Country of birth: \_\_\_\_\_ Are you an Australian resident?  Yes  No

Language spoken at home: \_\_\_\_\_ Religion: \_\_\_\_\_

Are you of Aboriginal or Torres Strait Islander descent?  Yes  No

St Luke's Hospital Foundation Member?  Yes  No

**PERSON TO CONTACT (NEXT OF KIN)**

Name: \_\_\_\_\_ Relationship to Patient: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (Wk/Day): \_\_\_\_\_ (Home): \_\_\_\_\_ (Mobile): \_\_\_\_\_

Second Contact / Power of Attorney: \_\_\_\_\_ Telephone: \_\_\_\_\_

**DETAILS OF GP (IF DIFFERENT FROM REFERRING DOCTOR)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**PREVIOUS HOSPITALISATION**

Have you been previously treated at this hospital?  Yes  No Year: \_\_\_\_\_

Have you been hospitalised for more than 48 hours within the past 3 months:  Yes  No

Dates: From / / To / / Name of hospital: \_\_\_\_\_

PATIENT TO COMPLETE

PATIENT DETAILS FORM

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**PATIENT DETAILS FORM**

PERSON RESPONSIBLE FOR ACCOUNT

Self  Next of Kin  Workers' Compensation  DVA  Third Party  Defence  Other: \_\_\_\_\_

Title: \_\_\_\_\_ Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (Wk/Day): \_\_\_\_\_ (Home): \_\_\_\_\_ (Mobile): \_\_\_\_\_

By signing below I declare that I am the person responsible for this account and acknowledge that I have read, understood and agreed to the financial information as outlined in the Pre-Admission Information.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HEALTH INSURANCE DETAILS

Insurance Type:  Private Health Fund  Workers Compensation  Third Party  DVA  Defence  Self Funded

**Name of Health Fund:** \_\_\_\_\_ **Type of Cover:** \_\_\_\_\_

Membership No: \_\_\_\_\_ Do you have an excess?  Yes  No

Has this cover changed in the last 12 months?  Yes  No

**Workers' Comp Fund Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Claim Number: \_\_\_\_\_ Date of Accident:    /    /

Employer Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

HR Manager: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Third Party Name:** \_\_\_\_\_ **Details:** \_\_\_\_\_ **Policy Number:** \_\_\_\_\_

**Serving Member of:** \_\_\_\_\_ **DVA No.:** \_\_\_\_\_ **DVA Card Colour:** \_\_\_\_\_

Details of cover (white card only): \_\_\_\_\_

PATIENT RESPONSIBILITY

By **ticking** the following boxes I acknowledge that I have read and understood the information contained within the following sections of the Pre-Admission Booklet:

Pre-Admission Information

Responsibility of Personal Items

Privacy Information

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## FINANCIAL INFORMATION

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### YOUR HOSPITAL ACCOUNT

We strongly recommend you check the level of cover you hold with your health fund and your eligibility for benefits.

Payment for your estimated hospital fees, gaps or excess is required on admission. Full-fee paying patients will be required to pay 100% of the estimated fee on arrival to St Luke's Private Hospital. We accept all forms of payment except personal cheques.

Circumstances may also occur during your hospitalisation that will result in additional fee charges. A credit card imprint is taken on admission in case of additional expenses. Upon being admitted to St Luke's Private Hospital, you agree to pay all fees relating to your hospital visit, including where your health fund or insurance claim is declined for any reason.

### DOCTORS' ACCOUNTS

Accounts from treating doctors are separate and are not usually fully covered by your health fund or Medicare. Please contact your treating doctors directly for estimates and/or to settle these accounts.

### PRIVATELY INSURED PATIENTS

Please check with your private health insurer to ensure that your insurance is up to date.

### UNINSURED PATIENTS

If you do not have health insurance, you will be required to pay the full estimate of your account on or before the day of your admission.

### VETERANS

The hospital will ensure that prior approval is received for all White Card holders. Gold Card DVA patients do not require approval prior to admission.

### WORKERS' COMPENSATION AND THIRD PARTY PATIENTS

All workers' compensation, public liability and third party patients require approval from their insurer prior to admission. If approval is not received, the patient is required to pay the estimated amount on or before the day of admission.

The telephone number for all accounts queries is **(02) 9356 0200**.



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## RESPONSIBILITY FOR PERSONAL ITEMS

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Whilst all care is taken, St Luke's Care cannot accept liability for losses of personal items. It is strongly recommended that jewellery or large amounts of money not be brought to the hospital. Patients will be offered the use of a safe at admission. Patients who do not put all or part of such valuables into safe custody will be required to document that they have declined.

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## PRIVACY INFORMATION

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We acknowledge our obligations to you under the Privacy Act 1998 (Commonwealth) and other laws which protect your information. Personal information we collect from you will be used primarily to ensure that you receive optimal care, but may be used for other purposes. Personal information is released under legislation to the State Health Authority, Health Funds and the Private Hospital Data Bureau.

We may also release your contact details to the St Luke's Hospital Foundation. The St Luke's Hospital Foundation is a charitable organisation whose mission is to support the work of St Luke's Care. The Foundation may send you a newsletter or information on the work it does. If you do not wish to receive this information please contact the Foundation on (02) 9356 0277 or inform one of our administrative staff at the time of your admission. The Foundation will not have access to your health information.

Our Personal Information Management Policy is available at reception. Our administration staff, who can be contacted by telephone through our main switchboard, are happy to answer any questions you may have concerning the policy. By ticking the Privacy Information box in your Pre-Admission Form, you are hereby consenting to the collection and use of personal information for the purpose of your care and wellbeing in accordance with the St Luke's Care Privacy Policy and reporting requirements under legislation.

Further, you understand that your health fund or a third party insurer may require details of your hospital care, including information on your medical condition(s) and treatment(s) given by the hospital, to enable payment of benefits for your hospitalisation. You hereby authorise St Luke's Private Hospital and/or your treating doctor to provide the information for this purpose to the health fund/insurer nominated by you on the Pre-Admission form.



### **My son/daughter requires a study, can both parents stay?**

We are able to accommodate one parent or caregiver per admitted child. Accommodation for other family members is available on-site at the Nightingale Apartments. Please call (02) 9356 0200 for more information or to book.

### **I'm concerned my child will be upset by the test.**

Although the test is pain-free, it can cause some children distress. You are more than welcome to make arrangements with our Sleep Centre to bring your child in prior to their test to show them the area and what sensors will be used. Otherwise, it can be helpful to attach stickers to their foreheads and chest to demonstrate how it will feel.

### **Are meals provided?**

Yes. Both dinner and breakfast are provided. The accompanying parent of a child patient is also given dinner and breakfast.

### **What time do I arrive?**

Your time of arrival will depend on the nature of your sleep study. We will confirm your admission time prior to your arrival.

### **Where do I park?**

Patients of the Sleep Centre have free-of-charge overnight access to our visitor parking. Enter through the driveway of 18 Roslyn Street.

### **Where do I check in?**

Patients of the Sleep Centre need to check in to St Luke's Private Hospital reception.

### **What happens if I can't sleep?**

Sleeping in an unfamiliar space can create restless sleep or difficulty falling asleep. For this reason, we recommend bringing along your own pillow and, for children, any sleep aides or toys that they are familiar with.

Please be assured that even with a restless, irregular sleep, a study can still be performed and important data gathered.

### **Is it painful?**

No. Testing wires are attached to your head, forehead and chest via a glue and patch. This is not a painful procedure, but can be distressing for young children.



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## LOCATION/TRAVEL

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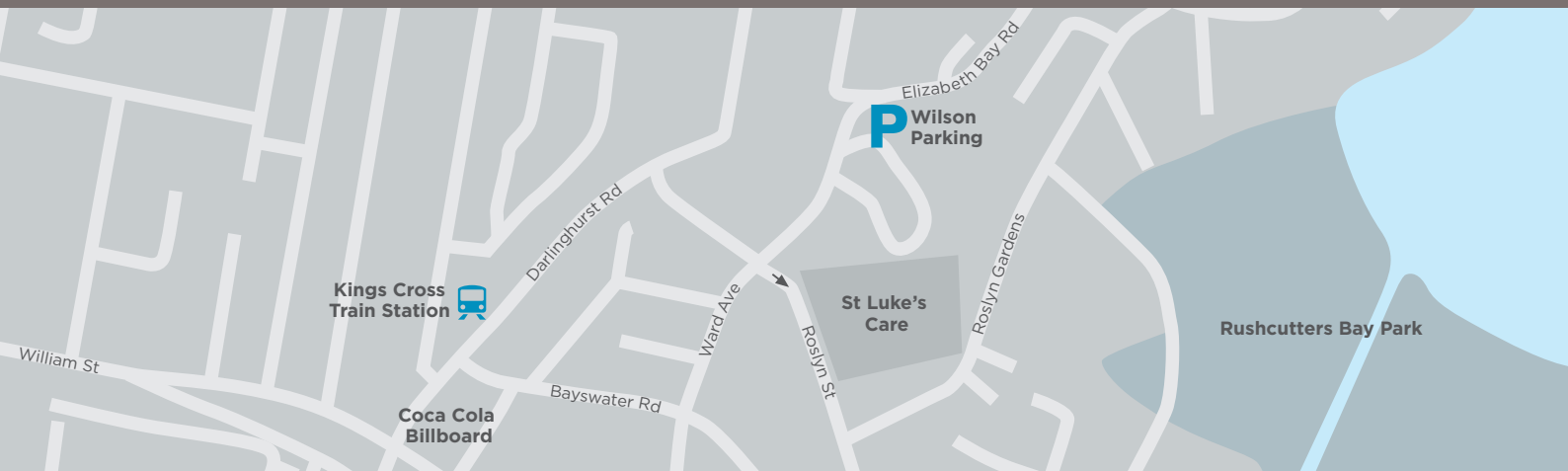
St Luke's Private Hospital is centrally located in Sydney's Eastern Suburbs at 18 Roslyn Street, Potts Point, just a few minutes' drive from the CBD. The Hospital has wheelchair access to all areas, with multiple easy drop-off points.

### PARKING OPTIONS FOR PATIENTS AND VISITORS

Overnight Sleep Centre patients are welcome to park free of charge in our visitor parking.

### PUBLIC TRANSPORT OPTIONS

The Hospital is close to public transport with the Kings Cross Train Station close by and regular bus services.



For further enquiries, please contact  
St Luke's Care  
18 Roslyn Street  
Potts Point NSW 2011

T (02) 9356 0200  
F (02) 9356 0431

[www.slc.org.au](http://www.slc.org.au)