

**Surgical Contracts Booking/Waitlist Request**

Site		Date Surgical Contracts Desk Received (yyyy-Mon-dd) (AHS Use Only)			
Date Submitted (yyyy-Mon-dd)	Surgeon's Name (Last, First)			Surgeon's Phone	
<b>1 Patient Information</b>					
Last Name	First Name	Middle Name	Age	Date of Birth (yyyy-Mon-dd)	<input type="checkbox"/> Female <input type="checkbox"/> Male
Personal Health Number	Cancer <input type="checkbox"/> Yes <input type="checkbox"/> No	Cancer Suspected <input type="checkbox"/> Yes <input type="checkbox"/> No	A-CATS Diagnosis Code		
Signature		Designation		Date (yyyy-Mon-dd)	
<b>2 Booking Information</b>					
Decision Date for Surgery (yyyy-Mon-dd)			Ready to Treat Date (yyyy-Mon-dd)		
Admit Category <input type="checkbox"/> Elective <input type="checkbox"/> Urgent 3 day <input type="checkbox"/> Urgent 7 day <input type="checkbox"/> Urgent 14 day <input type="checkbox"/> Urgent 28 day <input type="checkbox"/> Urgent 42 day					
Procedure 1 Description +/- Code		<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> Bilateral		Surgeon 1	
Procedure 2 Description +/- Code		<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> Bilateral		Surgeon 2	
Procedure 3 Description +/- Code		<input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> Bilateral		Surgeon 3	
Signature		Designation		Date (yyyy-Mon-dd)	
<b>3 Surgical Contracts Desk Use Only</b>					
BURN				Initials	

**Instructions:**

- The Surgical Contracts (formerly NHSF) Booking/Waitlist Request must be completed for all insured surgery performed on Alberta residents in a private facility, excluding WCB claimants.
- This form is available on the Alberta Health Services external website at <http://www.albertahealthservices.ca/4896.asp>
- Completed Surgical Contracts Booking/Waitlist Requests are to be submitted **daily** to Surgical Contracts Desk.
- Form submission: (1) Secure E-mail [NHSFCaseManagement@albertahealthservices.ca](mailto:NHSFCaseManagement@albertahealthservices.ca) (Approved Sites), (2) or Fax (403) 944-4010.
- Questions/Concerns: Contact the Surgical Contracts Office FMC - ST, 9th Floor, Room 904, 3031 Hospital Drive NW Calgary, Alberta T2N 2T8, (403) 944-4410 or email [NHSFCaseManagement@albertahealthservices.ca](mailto:NHSFCaseManagement@albertahealthservices.ca)