

You have decided to go ahead with a procedure our office will begin coordinating your admission. This will give you some useful information.

MELBOURNE PRIVATE HOSPITAL

The Melbourne Private Hospital opened in May 1995 and is managed by Mayne Health. It is situated on the Royal Melbourne Hospital Campus. It comprises of 114 beds with a wide range of specialist services including Neuroscience, Operating Theatres, Intensive care Unit, Coronary Care Unit and Day Units for small surgical procedures and Chemotherapy.

Before you arrive

Once we have confirmed a date for your admission/procedure, our office will complete a patient registration form on your behalf and forward this on to the hospital. Such details will be taken from the registration form you completed when you first attended a consultation at Melbourne Neurosurgery. It is therefore important to notify us of any change in your details.

The hospital will then contact you personally to confirm your details and notify you of any additional expenses you may incur whilst an inpatient. They will also inform you of any costs you will be required to pay on admission, such as an excess that you may have chosen when you took out your health insurance.

What to Bring

All X-rays/Scans/MRI films
Medications
Health Insurance Details
Medicare/Veterans Affairs/Pension Card
Toiletries/Comfortable Bed Attire

What *not* to bring

Jewellery
Valuables
Electrical Appliances
Mobile Phones

On Arrival

You need to report to the Reception Desk on Level 1. This is on street level from the Royal Parade Entrance. (Main Entrance). If you are coming in from the Car Park you will need to take the lift up.

Once any outstanding paperwork and any payments required on admission are completed you will be escorted up to your room on Level 5 (Neuroscience Unit). If you are only having a small procedure then you may be escorted to the Day Procedure Unit.

Level 5 Consists of 38 beds, including a 4 bed High Dependency Unit and 2 Bed Step Down Unit. Admission to the High Dependency Unit will depend on your procedure and previous medical history. This will be determined on admission prior to your procedure by your doctor.

Level 5 Facilities

Each room has an **Ensuite** bathroom with shower, toilet and basin. Each patient is provided with their own set of drawers and hanging space. It is advised however that large suitcases are sent back home as additional storage is limited.

There is a personal **Television** mounted above each bed with local stations, in house movies, education videos and radio stations.

Telephones are located by each bedside (except in the High Dependency Unit) for which you will have your own direct number. Local telephone calls are free. For STD/overseas or mobile calls you will need to purchase a phone card, available on Level 1 – Reception.

Patient Lounge/Quiet Room A quiet area with no television which patients are encouraged to use throughout their stay.

Three Times a Day Café Situated Level 1 Mon – Fri 7 30am –5 30pm

Visiting Hours

Mon – Sun

10 00am to 1 00pm and 3 00pm to 8 00pm.

There is a designated **rest period** for all patients between 1 00 and 3 00pm which we ask visitors to respect. Should there be special circumstances please discuss this with the Nurse in Charge.

Discharge

Discharge will take place at 10 00am. A staff member will escort you to level 1.

Car Parking Wilson Car Park

This is run independently of the Hospital. Entrance is via Royal Parade at the set of traffic lights 50 metres after Grattan Street if approaching from the South and 50 metres before Grattan Street if approaching from the North. (Please see Map)

You need to take a ticket to enter and must pay on level 2 of the Car Park (entrance to the Hospital) prior to collecting your vehicle and exiting the car park.

Rates:	First 30 Minutes	Free
	First Hour or part thereof	\$5.00
	1 –2 Hours	\$7.50
	Every Hour or part thereof is in addition	\$2.50
	Daily Maximum Charge	\$18.00
	Weekend Maximum Charge	\$10.00

Please note: There is a two day charge for storing your car in the car park overnight.