



Thousand Oaks Surgical Hospital

401 E. Rolling Oaks Drive Thousand Oaks, CA 91361

Important Information

People You Should Know

- Bob Shaw - Chief Executive Officer
- Connie Spykerman - Chief Nurse Executive
- Carrie Carreon- Human Resources Manager
- Linda Michaelis - OR/Pre-Op Manager
- Sherri Pospisil - OR Coordinator
- Anna Kistner - OR Resource Coordinator
- Marianne Acerboni - Pre-Op Charge Nurse
- Deirdre Lagewaard - Inpatient/PACU Manager
- Beth Barrus - PACU Charge Nurse
- Cinda Gosser - Inpatient UR/Discharge Coordinator
- Sue Eichenberger - Laboratory Manager
- Rayna Myers - Business Office Manager
- Becky Poyer - Health Information Management
- Inga Jones - Pharmacist
- Dr. Zabina Bhasin - Physician Relations Manager

Important Numbers

- Main Hospital Line 805-777-7750
- Administration 418-1256
- Administration **Fax** 418-1381
- Admitting/Registration 418-1351
- Collections 418-1273
- Health Information Mgt 418-1268
- Human Resources 418-1253
- Inpatient Nurses Station 418-1281
- Inpatient Nurses Station **Fax** 418-1388
- Insurance Verification 418-1277
- Laboratory 418-1335
- Medical Staff Office 418-1256
- OR Resource Coordinator 418-1309
- OR Scheduling Desk 418-1300
- OR **Fax** 418-1387
- PACU 418-1326
- Patient Accounting 418-1273
- Pharmacy/Drug Room 418-1340
- Physician Relations/Marketing 418-1255
- Pre-Assessment 418-1355
- Pre-Assessment **Fax** 418-1386
- Pre-Op 418-1328

When you have a patient scheduled for surgery...

1. Call the TOSH Scheduling Office to coordinate date and time of surgical request.
2. Complete the following forms:
 - Surgery Scheduling Sheet (fax to 418-1387)
 - Pre-Operative Physician Orders (fax to 418-1386)
 - History and Physical (fax to 418-1386)
3. Fax forms along with patient's demographics and insurance to TOSH Scheduling Office.
4. Provide your patients the following forms:
 - You Are Having Surgery Form
 - Pre-Operative Instruction Form