

Spravato Session Operations Workflow

A printable handoff for scheduling, REMS readiness, monitoring documentation, billing follow-through, and the next appointment.

Session Date		Patient / Internal ID	
Session Owner		Authorized Staff	

1. Before the Appointment

- Authorization, benefit, and treatment-date status match the appointment.
- Healthcare setting certification and patient REMS enrollment are confirmed.
- Dose delivery, storage handoff, chair, room, and staff coverage are confirmed.
- Current monitoring equipment and session materials are ready.
- The schedule protects the full monitoring block and the handoff after it.

2. Arrival and Administration Handoff

- Assigned staff confirms the patient, dose, REMS status, and session owner.
- Arrival, administration, and monitoring start times are recorded in the correct system.
- Exceptions are routed immediately through the clinic's current protocol.

3. Monitoring and Documentation

- The schedule retains at least two hours for post-administration monitoring.
- Required blood-pressure and pulse-oximetry readings are recorded at the required points.
- Start time, stop time, staff ownership, and any exception are complete before handoff.

4. Departure, Claim, and Next Session

- Departure/disposition and final monitoring documentation are complete.
- The claim work queue has the date, payer, authorization, codes, units, and supporting record status.
- The authorization tracker and scheduling record show remaining visits and the next action.
- The next session, renewal checkpoint, or unresolved owner is documented before the day closes.

Closeout Status

■ Session Complete ■ Claim Ready ■ Tracker Updated ■ Next Session Set

Unresolved Owner / Next Action

Current source checks: [FDA SPRAVATO Prescribing Information \(2025\)](#) and the [SPRAVATO REMS program](#). Use the clinic's current REMS materials and operating protocol for each session. Source review: August 20, 2026.