

## **WJMC REGISTRATION MADE EASY**

To schedule all outpatient diagnostic testing, the Physician's office staff or the patient should contact our Centralized Scheduling Department at 504-349-6300, Monday-Friday, 7am-5pm to schedule the appointment.

Please remember to bring the following with you to your appointment to help expedite the Registration process:

- Driver's License or photo ID
- Insurance Card(s)
- Physician's orders

For Surgical Patients:

Please call 504-349-2437 to schedule your Pre-Op Appointment for a minimum of 3 days prior to your scheduled surgical procedure. During this appointment you will complete the following, so please be sure to allot at least 90 minutes to complete the entire process:

- Meet with a Pre-Registration staff member
- Anesthesia consult (if required)
- Pre-Op Nurse consultation
- Lab work ordered by the Physician or Anesthesia (if required)
- EKG (if ordered by the Physician)
- Chest X-Ray (if ordered by the Physician)

Save Yourself Some Time.....

We realize that your time is valuable, so once your Pre-Op appointment is scheduled, you can submit your Pre-Registration information to us using one of the options below so we can begin preparing for your visit:

Log on to [www.wjmc.org](http://www.wjmc.org) and under "Registration" select Surgical Pre-Registration and submit all of the necessary information via the internet.

Call 504-349-6859 and leave all required information at the voice prompts.

Our Pre-Registration staff will then pre-register you in our Registration system and simply verify this information with you during your Pre-Op appointment.

On the day of your appointment or surgical procedure, please present to Central Registration which is located near the Gift Shop in the Atrium.

For your convenience, we have Registrars located in the following areas, so if your visit involves one of these services, you may present directly to these departments:

Outpatient Laboratory

Imaging Center/MRI

Women's Breast Care Center for all Mammograms (located in the WJMC Medical Plaza)

If you need any additional information, please feel free to contact Patient Access Services at 504-349-6597.

*West Jefferson Medical Center accepts the following health plans:*

Managed Care and Governmental Payors:

Aetna Medicare

American LifeCare

Benefit Management

BestCare/BeechStreet

Blue Cross HMO & PPO

Cigna

Community Care Network (CCN)

Coventry

Gilsbar

Humana

Medicaid

Medicare

Multiplan, Inc.

PPO Plus

PPO USA GEHA

Private HealthCare Systems

State Group Benefits

Tricare Champus

United Healthcare

**Mental Health Providers:**

American Psych Systems

Magellan Behavioral Health

Mental Health Network

United Behavioral Health

**Hospice Providers:**

Canon Hospice

Heart of Hospice

Hospice Care of LA

Odyssey Healthcare Inc.

River Region Hospice