

# PROVIDER APPLICATION REQUIREMENTS FOR DOCTORS/ SPECIALISTS



## REQUIREMENTS



- Completed signed Application Form.
- Certified copy of professional's medical school degrees (must be qualified for at least three (3) years).
- Certified copy of applicants National Identification.
- Certified copy of applicants Tax Payer Registration Number (TRN).
- Certified copy of current registration and/or current practicing certificate of professional.
- If your practice will be operating under a business name we will need a certified copy of your Business Registration Certificate along with the Articles of Incorporation (issued by the Companies Office of Jamaica), indicating the name(s) of the Directors.
- Two letters of recommendation from existing Sagicor providers in your field.
- Copied documents are to be certified by a JP/Notary Public as a true copy of the original
- Two letters of recommendation
  - a) For Business Applicants
    - i. Owners/Directors – A written character reference from a JP/Notary Public.
    - ii. Employed professional – A written recommendation from an existing Sagicor provider in the same specialty.
  - b) For Individual Applicants
    - i. Two (2) letters of recommendation from existing Sagicor providers in your field.
- Have the Provider Access System (PAS) installed at the practice(s) in order to submit claims electronically to Sagicor. You may contact Advanced Integrated Systems at 929-6462 for further information on PAS.



## Applications must be addressed to:



**The Manager**  
Provider & Audit Services Department  
Sagicor Life Jamaica Ltd.  
28-48 Barbados Avenue  
Kingston 5

## NOTES

1. The consideration of an application will be subject to a site inspection /assessment by a Sagicor representative.
2. The Provider must be qualified in their field for at least four (4) years.
3. The submission of all the required documents does not automatically guarantee acceptance.
4. The granting of Provider Status is subject to review quarterly by Sagicor's Medical Relations Committee (MRC) or at such other frequency as may be determined.
5. The MRC reserves the right to accept or deny the request for inclusion in
6. Sagicor's Panel of Participating Providers  
The successful applicant will be required to:
  - a. Sign a Provider Agreement with Sagicor Life Jamaica Limited
  - b. Provide banking information in order for payments to be made to the Provider via direct deposit.