

PROVIDER APPLICATION REQUIREMENTS FOR MEDICAL CENTRE



REQUIREMENTS



- Completed signed Application Form.
- Certified copy of applicant's National Identification.
- Certified copy of applicant's Taxpayer Registration Number (TRN).
- Certified copy of Business Registration/ Certificate of Incorporation.
- Certified copy of the Articles of Incorporation indicating the name(s) of the Directors (all pages)
 - a) There should also be an existing bank account in the business name; if accepted to our network we will forward claim proceeds to the business account only.
- Certified copy of professionals' medical school degrees (M.B.B.S. must be older than three (3) years).
- At least four (4) medical specialists are required for our enrollment of a Medical Centre **(this excludes Dentists, Laboratories, Pharmacy, Radiographers)**
- Certified copy of current registration and/or current practicing certificates of all specialists
- Signed letter confirming employment from all specialists
- All Copied documents are to be certified by a JP or a Notary Public as a true copy of the original
- Letters of recommendation
 - i. Owners/Directors – A written character reference from a JP/Notary Public.
 - i. Employed professionals – A written recommendation from an existing Sagicor provider in the same specialty for all specialists employed.
- 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 submission of all the required documents does not automatically guarantee acceptance.
3. The granting of Provider Status is subject to additional review quarterly by Sagicor's Medical Relations Committee (MRC) or at such other frequency as may be determined.
4. The MRC reserves the right to rescind the approval for inclusion on Sagicor's Panel of Participating Providers
5. 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