

**REQUIREMENTS FOR LABORATORIES/X-RAY/DIAGNOSTIC FACILITIES**

1. Completed signed Application Form
2. Certified copy of applicant's National Identification
3. Certified copy of applicant's Tax Payer Registration Number (TRN)
4. Certified copy of qualification and registration of Technician(s)/ Radiologist
5. List of services offered and prices
6. Labs should be certified by the Ministry of Health's Standard & Regulations Department
7. Facilities utilizing radiation should be certified to be operating within proper exposure guidelines
8. 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.
9. Two letters of recommendation from existing Sagicor providers in your field.
10. 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 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 accept or deny the request for inclusion in 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