



*Picture: Patient Access Staff*

***THANK YOU***

***For making Schneider  
Regional Medical Center  
the choice for your  
Healthcare needs. .***



**Schneider Regional  
Patient Access Department**

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**Schneider  
Regional  
Patient Access  
Department**



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**Providing Our Community  
With Optimal Service**

## ***Patient Access Department***

The Patient Access Department is responsible for the timely registration of inpatient and outpatient services, pre-certification of procedures, insurance verification, financial counseling, and scheduling of outpatient services.

### **I. Required Documents for Registration**

- Valid Picture ID: Driver 's license, Work I.D, Voter's ID, Passport (not expired)
- Insurance Card(s): Commercial Insurance, Medicare, Medicaid.
- Referral/ Physician orders from your doctor for Admission or Testing.
- Proof of Mailing:(Utility bill, Rent receipt)
- Appropriate Payment for services: We accept Cash, Personal Checks, ATH, and Credit Cards

***We are here to serve you in any way we can to make your experience a Schneider Regional Medical Center a pleasant one.***

## **II. Registration Process**

- You will be asked to verify all demographic information each time you are registered to ensure that we have your most current information. This will also ensure that we can contact family members or next of kin in case of an emergency.
- ***All patients are required to sign a General Consent for Treatment form. Adults accompanying a minor must be the parent or guardian of the minor to sign the consent. This adult is usually the patient's guarantor (i.e. the person responsible for the bill).***



## **III. Financial Arrangements**

Payments are required at the time of service for any amount not completely covered by your insurance. Estimated deposits are based on average charges per procedure, your co-pays and deductible.

Self Pay patients: If you do not insurance, full payment is expected at the time of service. A 10% discount is offered to all self-pay patients for outpatient services (including same-day surgeries), and 40% discount for inpatient services.

Financial Assistance is available for all patients that may be having financial difficulties and cannot make their full payment.

Financial Counselors can help arrange an alternative plan of payment. Please ask to see a Financial Counselor if you are experiencing difficulty in making your required payments.

