



Information About Your Referral to University Medical Center (UMC) (Revised 08-2015)

Your provider has referred you to UMC for additional services that are beyond our Ambulatory Care's capacity. Please see the appropriate information below.

For any of the below services, it is important to first visit the Financial Assistance offices at UMC. See page two of this flyer for more information. If you do not possess some of the requested pieces of documentation, it is OK- the Financial Assistance office will make allowances for this.

- Labs.** You have been referred to UMC for blood-draw and labs. These are drawn at **UMC (2001 Tulane Ave) in the first floor of the Ambulatory Care Building.** Ask the UMC front desk receptionist for the outpatient lab in the first floor of the Ambulatory Care Building. You can report there anytime **Monday through Friday, 7:00 am to 4:30 pm.**
- Specialty Ambulatory Care.** You have been referred to the _____ Clinic. All Clinics are located at **UMC (2001 Tulane Ave) in the Ambulatory Care Building.** If you have a working phone number in the hospital records they will call you to schedule this appointment. To expedite this process, you may call the UMC Patient Access (scheduling/appointments) Office at **(504) 702-5700** to schedule your appointment.
- X-Ray.** You have been referred for X-Rays of your _____. These are performed at **UMC (2001 Tulane Ave).** You may have these X-Rays taken anytime **Monday through Friday, 7:00 am to 5:00 pm.** When you arrive at UMC, please check-in at the Registration Office on the first floor of the main hospital building- they will then direct you further. You do not need to go to the Emergency Department for these studies.
- Advanced Imaging.** You have been referred for _____. These are performed at **UMC (2001 Tulane Ave).** When you arrive at UMC, please check-in at the Registration Office on the first floor of the main hospital building- they will then direct you further. This imaging study is **by-appointment only.** If you have a working phone number in the hospital records they will call you to schedule this appointment.
- Other Procedures.** You have been referred for _____. This procedure is **by-appointment only** and will be performed at **UMC (2001 Tulane Ave).** If you have a working phone number in the hospital records they will call you to schedule this appointment. To expedite this process, you may call the UMC Patient Access (scheduling/appointments) Office at **(504) 702-5700.**
- Mammogram.** You have been referred for a routine mammogram. These are performed at **UMC (2001 Tulane Ave).** You may have these X-Rays taken anytime **Monday through Friday, 7:00 am to 5:00 pm.** When you arrive at UMC, please check-in at the Registration Office on the first floor of the main hospital building- they will then direct you further. To expedite this process, you may call the UMC Patient Access (scheduling/appointments) Office at **(504) 702-5700** to schedule your appointment.
- Dental Ambulatory Care.** You have been referred to the Dental Clinic, which is located at **UMC (2001 Tulane Ave) in the Ambulatory Care Building.** If you have a working phone number in the hospital records they will call you to schedule this appointment. To expedite this process, you may call the UMC Patient Access (scheduling/appointments) Office at **(504) 702-5700** to schedule your appointment. There will be a \$50.00 fee.



- All applicants must be residents of the state of Louisiana.
- Applicant should provide required documents to us within 10 calendar days of an outpatient visit or within 10 calendar days after inpatient discharge.
- Patients without coverage who have not been approved for Financial Assistance will be required to pay a non-refundable deposit. Financial Assistance approvals are granted for approximately 183 days. Applicant must reapply for Financial Assistance every 6 months.

Financial Assistance eligibility is based on your household; documents listed below are required for all members contributing to the household.

Please provide the following documents from each applicable section below:

1. Proof of Identity required: (One required for applicants over 18 years of age)

- Current state ID card or Driver's License
- Current military, school or employee ID
- Valid Passport/Immigration documents of legal stay in US

2. Proof of Residency required: (One required)

- Entergy, gas or water bill in your name
- Current lease agreement, mortgage document or other proof of ownership/rental
- Current Voter's Registration card or Government document with your name and address
- Current Louisiana ID card or Louisiana Driver's License with current address
- Letter from an agency or member of the household verifying applicant's residency

3. Proof of income required: (Applicant should provide all that apply to their income situation)

- Current Social Security award letter
- Food Stamp printout
- Current check stubs to verify 30 days of income (paid weekly = 4 check stubs; paid bi-weekly = 2 check stubs; paid once per month = 1 check stub)
- Most recent monthly bank statement indicating direct deposit amount for social security, retirement, pension, annuity amount(s) received
- Self Employed: Current Federal Tax Return including Schedule C. If you are married and file separately with the spouse contributing to the household, you will also need spouse's Tax Return. If a tax return extension is filed, the previous tax return plus extension and last 30 days of receipts, check stubs, contract agreements, etc. must be provided

4. MEDICARE: (if applicable)

- A current bank statement is required

5. To Verify Dependents: (One required)

- Dependent(s) listed on food stamp printout
- Social Security card for each child under 18
- Person carried on current year tax return

Monday – Friday 7:00am to 4:30pm **Phone (504) 702-3500**