



SAINT JOSEPH'S



Mobile Mammography Participant Guidelines

Simple Steps For An Exceptional Healthcare Experience!

Prior To Your Exam:

- 1) Contact your onsite coordinator to schedule the day and time of your mammography appointment
- 2) Provide your coordinator your name, phone number (to be reached the day of your appointment) and date of birth.
- 3) Promptly pre-register yourself with Saint Joseph's online at www.stjosephsatlanta.org and select the pre-registration option on the right column and proceed by following the screen instructions. Once done, please print out your confirmation number and bring it with you on the day of your appointment.

If you do not have access to a computer or the internet, immediately call the Saint Joseph Mobile Secretary, Samone Hall at 404-851-5044 to become pre-registered. Pre-registration must be completed a minimum of 15 days prior to your appointment date unless other arrangements have been made.

- 4) Mark note of this important day and time. Saint Joseph's is committed to providing this valuable community service but to do so we MUST have ALL participants attend their appointment on the scheduled day and time.

Important Information And Mandatory Guidelines:

- Must be 35 years of age or older. NO exceptions. If someone needs a mammogram and is younger than 35, please have them call our Breast Health center at 404-851-7471. Press #1.
- Must NOT be pregnant, NOT nursing and must NOT have implants.
- Must NOT be experiencing ANY problems, pain, lumps or bumps.
- Must complete in advance the "Participant History" form and bring it to the appointment. If there are any unanswered questions or concerns the technologist will assist with the form's completion.
- Must bring the last two years' breast films to the mobile, (if not already at Saint Joseph's) --OR-- have them sent to:

The Ed and Dora Voyles Breast Health Center at Saint Joseph's Hospital
Attention: Mobile Mammography
5673 Peachtree Dunwoody Road, Suite 175
Atlanta, GA 30342

Failure to do this could delay the results of the mammogram.

- Must arrive 15 minutes prior to their appointment time to complete the Consent, Assignment of Benefits and Privacy (HIPAA) paperwork.
- Must bring copy of photo ID and insurance card(s). Each participant is responsible for examining their personal benefits coverage to determine eligibility. Saint Joseph's has managed care contracts with most carriers. If insurance is denied however, the participant will act as the guarantor for the total amount due.
- If your organization is acting as the Guarantor, then each participant should be informed of this arrangement so that the correct guarantor information is registered in advance.

Day Of Your Exam:

- 1) Please arrive 15 minutes ahead of your appointment time to complete the CONSENT, ASSIGNMENT OF BENEFITS and PRIVACY (HIPAA) paperwork.
- 2) Please bring your insurance card(s) and picture ID and to your appointment so that Saint Joseph's can bill your insurance for this service. Each participant is responsible for determining their insurance coverage and eligibility requirements. Saint Joseph's has managed care contracts with most insurance carriers, however if insurance is denied, then the participant will be responsible for the total amount due for the exam.

If you are paying for the service "out of pocket" please bring a check for \$135.00 payable to Saint Joseph's Hospital or provide a VISA, MASTERCARD or AMERICAN EXPRESS for full payment prior to the exam.

- 3) Once your exam is complete, the radiologist will dictate a report and send a copy of the medical findings to your physician as well as to the address you provided on your registration paperwork.
- 4) Until there is a cure, there is prevention. Congratulations for being proactive with your healthcare!

Pre Registration Cheat Sheet

1. Disable all Pop-up blockers on your computer.
2. Go to www.stjosephsatlanta.org
3. On the top right hand side of the screen click on Pre-Registration
4. On the next page, half way down, click "Click here to start Pre-registration"
5. This takes you to the actual preregistration page.
6. Fill in your name, the next box ask for demographics, for Service Type choose "Only Imaging (CT scan, MRI, x-ray Mammography)", date of service (appointment) and birthdate.
7. In the next box fill out your address info. If you do not have an email address, it will not allow you to proceed. You must contact Samone Hall in Patient Access at 404-851-5044.
8. Hit "Continue" to advance to the next page.
9. The next box asks for your physician's name. We require a physician's name so we have somewhere to mail your Mammogram report.
10. If employed we need complete address of employer OR if retired we need a retirement date. If over 65 and married we need spouses retirement date as well.
11. The third page is patient information relating to spouse and next of kin. Enter your spouse's information in the top box. If he/she is your next of kin and emergency contact all you need to do is choose the "Relationship to patient" box and it will auto fill the information. If you check same address as patient in the second box and same as next of kin in the third box it will auto fill all the information.
12. Hit "Continue" to advance to the next page.
13. You are now on the Guarantor page. It you click the box next to "Same as" and choose the appropriate person responsible for the bill it will auto fill the information for the complete page.
14. Hit "Continue" to advance to the next page.
15. You are now on the insurance page.
16. At the Insurance Type dropdown choose the option closest to what is stated on your insurance card.
17. At the Insurance Name box type the name slowly as the name will auto populate according to the letters you type.
18. Policy Number is the next option (also known as member number).
19. At this point you can move to the bottom of the page, the "Insured Name" box. In the "Same as" box you can choose the person that carries the insurance in your family and it will auto fill that box.
20. Hit "Continue" to advance to the next page.
21. This is the last page. If you are confident you filled out the information correctly, hit confirm and you're done!!!