



To respect your time and ensure a smoother and more streamlined patient experience, please note the following tips:

Outpatient Testing

- Centralized Scheduling is available to schedule outpatient testing at the SGMC Main Campus and SGMC Outpatient Plaza, Monday through Thursday 8:00 AM – 5:30 PM and Friday 8:00 AM – 4:30 PM. Please call 229.259.4854 to schedule any outpatient test. After the appointment has been scheduled, please have the patient call 229.433.1779 to pre-register.
- To expedite the scheduling process, please have the following information available:
 - Patient's name
 - Patient's date of birth
 - Patient's insurance information
 - Preauthorization/Precertification information
- When faxing orders to one of SGMC's campuses, please use the following fax numbers:
 - SGMC Main Campus
 - Women's Imaging Center 229.293.3644
 - General Imaging Center 229.293.3695
 - Outpatient Center 229.433.2076
 - Ambulatory Surgery Center 229.245.6962
 - Centralized Scheduling 229.245.5111
 - Back-up Faxes Numbers* 229.249.5413
229.259.4541
 - *Please use only when you have been notified fax machines are down
 - SGMC Outpatient Plaza
 - Outpatient Plaza 229.433.8400
 - Urgent Care 229.433.8406
 - SGMC Berrien Campus
 - Outpatient/ER 229.433.8770
 - Admin/Pre-cert/Scheduling 229.433.8778
 - SGMC Lanier Campus
 - Admin/Pre-cert/Scheduling 229.433.8778

Scheduling Office Hours

SGMC Main Campus

- OR Scheduling:
 - Monday through Thursday 8:00 AM to 4:45 PM
 - Friday 8:00 AM to 12:45 PM
 - Phone: 229.259.4757
 - Fax: 229.259.4751
- Endoscopy:
 - Monday through Friday 7:00 AM to 3:30 PM
 - Phone: 229.259.4300
 - Fax: 229.259.4301

SGMC Outpatient Plaza

- OR Scheduling*
 - Monday through Thursday 7:00 AM to 5:00 PM
 - Friday 7:00 AM to 1:00 PM
 - Phone: 229.433.8246
 - Fax 229.433.8414

*Includes JMS Burn Center, Endoscopy, Pain Clinic, Outpatient Surgery

- After appointment or procedure has been scheduled, please have the patient call 229.433.1779 to pre-register
- To expedite the scheduling process, please have the following information available:
 - Patient's name
 - Patient's date of birth
 - Patient's insurance information
 - Preauthorization/Precertification information

THANK YOU FOR YOUR COOPERATION



The hours of operation are based on scheduling needs. Please do not send patients over without appointment. It is imperative they arrive at the appointment time.

Patient Access Services Contact List

Name or Department	Position	Number
Faith Walker	Patient Access Service Director <i>All SGMC locations</i>	229.259.4197
Nicole Brewer	Patient Access Services Manager <i>SGMC Outpatient Main Campus</i> <i>SGMC Lanier Campus</i> <i>SGMC Berrien Campus</i> <i>SGMC Outpatient Plaza</i> <i>SGMC Pearlman Cancer Center</i>	229.433.2049
Kelly Meinken	Patient Access Services Manager <i>SGMC Pre-Service</i> <i>SGMC Women's Imaging</i> <i>SGMC General Imaging</i> <i>SGMC Walk-in Lab</i> <i>SGMC Ambulatory Center</i>	229.259.4529
Robert Taylor	Patient Access Services Manager <i>SGMC Emergency Room</i> <i>SGMC Youth Care</i> <i>SGMC Wound Healing</i> <i>SGMC Transfer Center</i>	229.259.4199

THANK YOU FOR YOU FOR CHOOSING SOUTH GEORGIA MEDICAL CENTER

