

## Outpatient Scheduling To Schedule Call 901-516-9000

- Diagnostic Radiology
- Non-Invasive Cardiology (Echo, Treadmill)
- Neurodiagnostic (EMG/EEG)
- Nuclear Medicine
- Mammogram (Screening & Diagnostic)
- DEXA Scans
- Diabetic & Nutritional Consults
- Pulmonary Function
- PICC Line Insertion (North only)

We have transitioned to EPIC! Ask us about CareLink for easy, convenient appointment requests.

**Fax your completed Physician Order to 901-516-4900 or send via EPIC Carelink.**

**\*\*Surgical Procedures (OR,GI,Cath) are scheduled by the individual facilities\*\***

## Pre-Registration

We have transitioned to EPIC! Ask us about MyChart for fast and convenient Registration for your patients.

A Financial Counselor will:

- Contact the patient verify demographics, verify the patient's insurance, collect any financial responsibilities associated with the procedure and answer any questions they may have.
- The procedures that this team works: Surgery, GI, Nuc Med & MRI/CT.

**\*All other tests are registered by the individual facility\***

## Precertification

**As of 10.5.24** Please fax all documents below to 901-937-3340 to ensure timely financial clearance

To ensure timely approval of procedure please Fax the following Clinical information at time of scheduling:

- Current Patient Demographics
- Clinical Information (recent office visits, lab results, radiology results, etc.)
- History & Physical
- Current Copy of Insurance Card
- Authorization information (If Initiating Own Authorization)
- Single Case Agreements can be emailed or faxed to Mathew Lomelino (Contact information below)

**Same Day and Next day add-ons: Must** have Authorization complete prior to scheduling

**Surgery Cases: Must** be approved by 10am day prior to procedure.

**\*Diagnostic test patients should be cleared financially 48 hours prior unless exception is granted\***

## Centralized Services Contact Information

Karlesha Murrell, Director	901-412-1155	<a href="mailto:Karlesha.Murrell@MLH.org">Karlesha.Murrell@MLH.org</a>
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### Outpatient Scheduling Department

Terry Fink, Scheduling Manager	901-516-4903	<a href="mailto:Terry.Fink@MLH.org">Terry.Fink@MLH.org</a>
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Denise Swift, Scheduling Supervisor	901-516-4972	<a href="mailto:Denise.Swift@MLH.org">Denise.Swift@MLH.org</a>
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### Pre-Registration Department

Jamie Clayton, Pre-Registration Manager	901-516-4980	<a href="mailto:Jamie.Clayton@MLH.org">Jamie.Clayton@MLH.org</a>
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Donna Edwards, Pre-Registration Supervisor	901-516-4969	<a href="mailto:Donna.Edwards@MLH.org">Donna.Edwards@MLH.org</a>
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### Precertification Department

Mathew Lomelino, Precertification Supervisor	901-516-4980	<a href="mailto:Mathew.Lomelino@MLH.org">Mathew.Lomelino@MLH.org</a>	Fax: 901-937-3340
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**Hours of Operation: Monday-Friday 7am-5pm**

