Sibley Memorial Hospital

Instructions for Completion of the Pre – Registration Form

Welcome

Thank you for selecting Sibley Memorial Hospital for your hospitalization. Our goal is to provide the best possible service in a courteous, efficient manner and to ensure that your stay is as comfortable as possible.

Once you are scheduled for either an outpatient procedure or an inpatient admission, you will be contacted by a representative from our Admissions Department. The purpose of this call is to verify your demographic and insurance information (this process is called pre-registration). If you are scheduled for surgery, you will receive an additional call from a nurse to discuss your procedure prior to your scheduled appointment.

If you do not wish to pre-register over the phone, you may follow the instructions below as soon as your procedure is scheduled by you or your physician's office.

Pre-registration Form

The attached form will allow us to complete most of the admission process including insurance certification prior to your arrival. Most insurance plans require pre-authorization and notification.

1. Please print your answers and respond to all questions. We will not be able to process incomplete forms, and you may receive a call from Admissions Department.
2. Your name should match your picture ID as the Federal law {Identity Theft Red Flags and Address Discrepancies under the Fair and Accurate Credit Transactions Act (FACT Act) of 2003} mandates.
3. Attach a copy of front and back of your insurance cards for verification
4. You may deliver the form in person, mail or fax as listed on the form as soon as possible.

If you are unable to pre-register ahead of time, you need to allow an extra time to complete the registration process when you arrive at the hospital.

OB Pre-Registration

Please be sure to provide us with your expected date of delivery and the date of your last menstrual period. This is required for pre-authorization.

Day of your admission

Please bring only the essentials (clothes, glasses, hearing aids, a list of the medications you take, etc.), including your insurance cards, and legal identification. If you have an Advance Directive for Healthcare, we prefer you bring a copy for your medical record.

Your valuables (money, medications, jewelry) should be left at home. Sibley is not responsible for lost valuables or personal items.

On the day of your admission/procedure, report to the Admissions Department located in the main lobby of the hospital. You will be asked to present your picture identification and insurance cards. For your safety, all information will be verified and you will be asked to sign consent forms and receive an armband.

Insurance

If charges for services are not covered by your insurance, they are the responsibility of the patient or his/her representative. You may contact our Financial Counselors prior to your scheduled visit to discuss financial options including our Community Assistance Program. A deposit may be required prior to admission to cover the portion not covered by insurance or if you are self pay.

Medications

Please bring a list of all medications, including dosage information, administration times and allergies. We ask that you do not bring your medications to the hospital. If you have brought your medications, please send them home or ask our staff to have them sent to our Security department.

General Information

The main entrance of the hospital is open from 5:30 a.m. to 9:00 p.m. At all other times, you may enter the hospital via the Emergency Department entrance. The visitor/patient parking is available for reasonable rates and is located directly across from the Emergency entrance. In addition, the D6 and M4 Metrobus as well as the Number 23 Ride-On bus offer routes to Sibley.

Telephone Numbers:

Main Hospital Number…… 202-537-4000
Admissions Department……202-537-4190
Testing Center……...……202-537-4437
Financial Counselors ……202-537-4060
or 4061
Patient Accounts ……. 202-537-4055