



Welcome to LIDC!! We are a private practice conveniently located at Baptist Health Lexington, 1720 Building E Suite 602 Nicholasville Road, between the North Tower and Building D. Although we are **not** part of the hospital, you may use the Free Valet Parking located at the front of the building, or see the enclosed map for other parking options. If a wheelchair is needed, we strongly encourage you to bring one, as we cannot guarantee the availability of one through the hospital.

Enclosed you will find new patient registrations forms and consents. Please complete all information requested and bring these forms and your INSURANCE CARDS, PICTURE ID, PHARMACY CARD, and a MEDICATION LIST with you to your appointment. Please make sure all forms are filled out completely. All blanks should be filled in even if the answer is N/A. By completing these forms prior to your appt., you will save time and decrease your time to wait. Due to the nature of our practice and the complexity of our patients, your wait time may be longer than at another physician's office. We will make sure you are seen as quickly as possible.

New Patient appointments take longer than hospital follow-up appointments, approximately 1 to 1.5 hours. Please plan your schedule and travel time accordingly. If you are unable to keep your scheduled appointment, please call us at least 24hrs prior to your scheduled time if at all possible so we may offer that time to another patient. A \$50.00 fee will be assessed to all missed NEW patient appointments where 24hr notice was not given to our office.

We file all primary and secondary insurance claims. By providing your insurance card at the time of your first visit, it will ensure timely filing to your insurance company. All copays are due at the time of service. If you are unable to pay your copay, please ask to speak to our billing department.

WORKERS' COMPENSATION claims require an additional form to be filled out. Please bring with you the correct billing information, contact name, etc. in order for us to file your claims. Failure to do so will possibly result in responsibility of the bill being transferred to you.

If you have no insurance, please contact our office prior to your appointment to talk to our Patient Accts Representative. At the time of your visit, you will be required to meet with our Patient Account representative in person. Please plan your time accordingly; it usually takes approx. 15 minutes.

If there are additional medical records that can be obtained, we would appreciate your efforts in getting those records. If you have questions, please contact us at (859) 277-4005 between the hours of 9:00am and 5:00pm. We look forward to seeing you!

Sincerely,

LIDC Staff