

**BONE DIAGNOSTIC AND RESEARCH LABORATORY
ROOM MN 577 UKMC
UNIVERSITY OF KENTUCKY
MEDICAL CENTER
800 ROSE STREET
LEXINGTON, KY 40536-0232
(859) 323-5049**

Operating Policies and Billing Procedures

1. The Bone Diagnostic and Research Laboratory operates **EXCLUSIVELY AND WITHOUT EXCEPTION** as a subcontracting laboratory to hospitals and pathology laboratories only. A statement for our services is sent to the referring doctor/facility and is expected to be paid in full upon receipt. **NO PATIENT OR INSURANCE BILLING WILL BE MADE BY THE BONE LABORATORY.** Our services are calculated without overhead or internal charges therefore, we cannot engage in the internal insurance billing department of the hospital.
2. It is the referring doctor/facilities responsibility to ensure prompt payment of all invoices within 90 days of receipt. After 90 days late charges will be applied.
3. The Bone Diagnostic and Research Laboratory **IS NOT** a part of the University Hospital Histology or Surgical Pathology Departments but rather a part of the Division of Nephrology, Bone and Mineral Metabolism in the Department of Medicine in the College of Medicine at UK. This service was established by Dr. Malluche as a facility to doctors and clinicians who require diagnoses and treatment suggestions for renal, metabolic bone disease and osteoporotic patients.
4. A completed request form **MUST** be sent with all biopsies. Billing information, clinical history and where the final report should be sent are **MANDATORY.**
5. It is our practice to be as expedient as possible with our commitment to patient care with quality control and assurance to the doctors and patient care institutions utilizing our services and we expect them in turn to respect our policies of billing and courtesies offered them.

I have read the operating policies and billing procedures discussed above and agree to the terms and conditions.

Signature

Date

Printed Name

This form is required to be signed and faxed back to 859-323-0232 before we will receive or process any biopsy samples.