Welcome to UK Good Samaritan Hospital

Thank you for choosing UK HealthCare for your medical care. We know there are important choices that must be made when selecting a hospital for treatment, and we appreciate the confidence you have placed in us. Our entire staff will work hard to meet all of your expectations and provide you with excellent care.

UK HealthCare is in the midst of an exciting phase of growth and renewal, both inside and out. While much is changing, one thing that remains the same is the organization’s commitment to the people it serves. We are committed to a culture of excellence in every aspect of our patient care.

UK HealthCare represents all of the patient care and clinical entities and activities of UK Albert B. Chandler Hospital, UK Good Samaritan Hospital, the Kentucky Clinic and the six colleges of health profession education – the colleges of Medicine, Dentistry, Pharmacy, Nursing, Health Sciences and Public Health. In addition, UK HealthCare operates more than 143 outreach programs throughout Kentucky and West Virginia. Our team consists of 8,000 health care professionals all dedicated to providing excellence in patient care, education and research.

We hope you find the material in this guide helpful. It is intended to answer many of your questions and to make your stay here at UK Good Samaritan Hospital as easy and stress-free as possible. Many patient resources are also available online at ukhealthcare.uky.edu. If you still have questions or need assistance with anything before, during or after your stay with us, please ask your doctor or nurse, or contact Customer Relations at 859-257-2178. Our team of caring, experienced customer service professionals will be happy to assist you.

Thank you again for choosing UK HealthCare.
At UK Good Samaritan Hospital, we work with you as a partner to achieve your fullest recovery possible. As a patient you have the right to:

- Receive care, no matter what your religion, sex, race, disability, sexual orientation, or gender identity.
- Know what is medically wrong and how we can help you get better. We will also tell you the things you will need to know when you get home so that you can stay well.
- Know the names of your doctors and nurses.
- Feel safe here and ask questions if you have concerns.
- Say “no” to anything we suggest.
- Not be involved with research unless you want to be involved.
- Receive treatment for pain.
- Have your religious beliefs respected.
- Have your regular doctor or a family member notified that you are in the hospital.
- Have your choices about end-of-life decisions respected.
- Be treated politely and with consideration.
- Have your privacy respected.
- Know about any rules that might affect you or your family.

- Receive a copy of your medical records, request amendment to your records and request a list of disclosures of your records.
- Have your questions about any costs or bills answered at any time.
- Complain about anything without worry. If you do not want to talk to your doctor or nurse, please contact Customer Relations at 859-257-2178.

As a patient of UK HealthCare, you have the responsibility to:

- Tell us everything we need to know about your condition or history.
- Do what your doctor recommends or tell your doctor why you do not want to follow the recommendations.
- Be considerate of the people with whom you come in contact.
- Take part in making your hospital stay safe; be an active and involved part of your health care team.
- Provide your health insurance information or ask us about other options available to assist you with your payments.
- Let us know if you have legal paper about end-of-life decisions, such as a living will or other advance directives. Tell your nurse if you want to make any advance directive, or or contact Case Management for more information.
ADVANCE DIRECTIVES/LIVING WILLS – Advance directives are legal documents that allow you to convey your decisions about your health care ahead of time, in case you become unable to speak for yourself. We recommend that all patients have an advance directive, which includes appointing a health care surrogate (someone who knows your wishes and can speak for you) or stating your preferences for care in a living will.

As part of a person’s right to make their own decisions about their health care, every adult may accept or refuse any treatment that is recommended by a doctor or nurse.

Copies of advance directives can be kept in your medical records. If you need additional information about how to make a living will or name a health care surrogate, please visit our website at ukhealthcare.uky.edu, or call Case Management at 859-226-7168, 8 a.m. to 4:30 p.m., Monday – Friday.

ATMs – An ATM is located on the first floor of the hospital inside the vending area.

CHAPEL – For a quiet place to pray or meditate, a sanctuary is open 24 hours a day, seven days a week. The sanctuary is on the first floor of the hospital next to Conference Room A. Visitors of all faiths are welcome to visit for worship services, prayer and quiet reflection.

CHAPLAIN – Chaplains are available to talk with people of all faiths. They can also contact leaders of specific faith groups for you on request. They offer comfort, support for difficult decision-making, sacraments, spiritual literature (in English or Spanish), sanctuary meditations and services. Chaplains are available by calling 859-226-7029, 8 a.m. to 11 p.m. on weekdays and are on call on weekends. A Catholic mass is offered on Saturdays and Sundays at the Newman Center on Rose Lane, located about a mile from the hospital on the university campus.

COMMUNICATION NEEDS
• For the hearing impaired – Tell your nurse if you need a sign language interpreter or other resources to help you communicate. Certified American Sign Language interpreters are available. Also, the language services coordinator can place a telecommunications device for the deaf (TDD) in your room.
• For the vision impaired – Please notify the floor staff and accommodations will be made.
• Interpreter/translation services – The hospital provides access to interpreter services to assist those who speak languages other than English. American Sign Language interpreters also are available. If possible, let your doctor or admitting representative know in advance about your language needs. While in the hospital, please ask your nurse for assistance.

CONFIDENTIALITY/PRIVACY (HIPAA) – The Health Insurance Portability and Accountability Act (HIPAA) requires all hospitals to guarantee patient privacy, confidentiality and the security of protected patient information. If you have any questions or concerns about this law and/or your privacy, call our Corporate Compliance Office at 859-323-6044.

DINING – The cafeteria is located on the first floor of the hospital. On weekdays, the cafeteria is open 7 – 10 a.m. for breakfast. (Closed 10 – 11 a.m. for breakfast-to-lunch transition.) It is open 11 a.m. – 3 p.m. for lunch, closed 3 – 4 p.m. for lunch – to – dinner transition, and open 4 – midnight for dinner. On weekends, the cafeteria is open 8:30 a.m. – 2 p.m. (closed 2 p.m. – 3 p.m. for transition) and open 3 p.m. – 7 p.m. for dinner. Cash, Visa and MasterCard are accepted.

• Vending machines – Located on the first floor of the hospital around the corner from the cafeteria; 24-hour service with a microwave available.

OTHER DINING OPTIONS – There are numerous restaurants located within a short walk of the hospital, many right on South Limestone. If you have questions or need directions, ask your nurse or a Customer Service representative.
DONATIONS – UK HealthCare relies on the generosity of others to meet its commitment to providing the best possible health care services. Financial gifts are tax deductible and may be donated for use in areas of greatest need or designated for a specific area.

If you would like to know more about how you can make a financial donation, call the Development Office, 859-323-6306 or toll-free 800-875-6272. You can also write to:

UK HealthCare Development Office
138 Leader Ave.
Lexington KY 40506

FAX AND COPY MACHINES – Please see Hospital Administration, on the ground floor of the hospital.

GIFT SHOP – The gift shop, located on the ground floor near the main hospital lobby, offers a wide range of personal care items, reading material, cards, candy, snacks and unique gift items. The gift shop is open from 9 a.m. to 4:30 p.m., Monday – Friday, and 12:30 p.m. to 4:30 p.m. on the weekends. Cash, Visa and MasterCard are accepted.

GUEST ACCOMMODATIONS – A variety of hotels and motels are within a short distance of the UK Good Samaritan Hospital campus. Many offer discounts to patients and their families. Please contact the hotel of your choice directly for reservations and rate information.

INTERNET – Free wireless Internet access is available throughout UK Good Samaritan Hospital to patients and visitors who have their own laptop with them. If you do not have a laptop and need to search the Internet or access email, you may use the computers in the cafeteria during normal hours. For login and access information, contact Information systems at 859-226-7500.


LIVING WILLS – See Advance Directives.

LOST & FOUND – Should you lose an item of value during your visit to UK Good Samaritan Hospital, notify your nurse immediately. We strongly suggest you leave items of value at home or that you send them home with a trusted family member. Items of value may be secured in the hospital security safe during your stay depending on size and space availability.

MEDICAL RECORDS – See page 13.

MEDS TO BEDS – Our pharmacies will deliver your discharge medications directly to your room before you leave the hospital. Ask your nurse or call 859-218-4777 for information.

NOTARY – Patient & Family Services or your nurse can assist you in arranging for a notary should you need one. There is a fee for some notary services.

PARKING – Visitors and patients may park in the hospital garage adjacent to South Limestone. Enter via E. Maxwell Street. There is no charge for parking.

PATIENT & FAMILY SERVICES/CASE MANAGEMENT – Social workers consult with your health care team on your behalf to make sure your needs are met. They assist with discharge planning for when you leave the hospital, transportation, lodging and information about advance directives. They can also give you and your family advice and guidance in stressful or crisis situations. Case Management is available 6 a.m. to 4:30 p.m., Monday-Friday. Please ask your nurse for assistance.

PHARMACY SERVICES – The Good Samaritan Retail Pharmacy is located just off the main lobby of the hospital. It offers prescription medications as well as over-the-counter medications and some sundry items, often at a discounted price, and accepts all insurance plans. The pharmacy is open Monday – Friday, 8:30 a.m. – 6 p.m., closed weekends and holidays. (If you would like to have your discharge medications delivered to your room before you leave the hospital, see Meds to Beds, above, or call 859-218-4777.)

For your convenience, we have three other pharmacy locations. Visit ukhealthcare.uky.edu or call 859-323-5585 for more information.
A-Z Information and amenities

RESEARCH – UK HealthCare is involved in various clinical research trials. If you would like to participate in a research trial, ask your doctor about studies underway that may benefit you. Doctors and nurses involved in the trial can explain the details of the study and help you decide if participation is right for you.

SHOWERS – Showers are available for family and visitors to use. They are located on each patient care unit. As a courtesy to patients and staff, please do not use the showers after 9 p.m.

SOCIAL WORKER – See Patient & Family Services/Case Management.

TELEPHONES – Use of cell phones is allowed in the hospital, however, we ask that you respect others around you. Public telephones are located on each patient care unit; please ask the floor staff for specific locations.

TRANSPORTATION – Information about Lexington’s bus service, LexTran, is available from any information desk. Taxi service is available by calling 859-231-8294.

WI-FI/ WIRELESS INTERNET ACCESS – See page 3.

VISITING HOURS – Visiting hours are 8 a.m. – 9 p.m. for most patient care rooms. Intensive care units (ICUs) offer flexible visiting hours but are closed to visitors 7-8:30 a.m. and 7-8:30 p.m. due for shift change. For more visitor information, see page 9 or talk to your nurse.

VOLUNTEERS – Volunteers provide invaluable assistance to patients and visitors. Volunteers offer reading materials, and deliver flowers, items purchased from the gift shop, and mail sent to patients.

UK HealthCare is always looking for people who would like to become volunteers. If you are interested in making a difference in the lives of our patients and staff, call 859-323-6023.

The Volunteer office can be reached Monday – Friday, 8 a.m. – 5 p.m. by calling 859-323-6023.

During your stay with us

About your hospital room

• **Your room** – All patient rooms at UK Good Samaritan Hospital are private.

• **Safety drills** – Safety drills are held periodically to allow staff to practice response procedures for emergency situations. Please do not be alarmed when the automatic doors begin to shut and announcements are made on the overhead paging system. In the unlikely event there is a true emergency, your nurse will assist you.

• **Tobacco use** – Smoking and all other forms of tobacco use including electronic cigarettes are prohibited anywhere on UK HealthCare grounds inside and out, including parking garages and personal vehicles. Information on options for patients and visitors who use “tobacco is available at any of the information desks located throughout the enterprise, or online at [ukhealthcare.uky.edu](http://www.ukhealthcare.uky.edu). If you want help quitting tobacco, please ask your nurse or physician. Instead of using tobacco on campus, nicotine gum and patches are available at very low cost to visitors at campus gifts shops and pharmacies. Contact our tobacco treatment specialist, Audrey Darville, PhD, APRN, at 859-323-4222 for assistance. Go to [www.uky.edu/tobaccofree](http://www.uky.edu/tobaccofree) for a map of UK’s boundaries and to learn more about nicotine replacement products. Join us in making our campus a healthy place to get well, visit and work.

• **Telephones** – For your convenience, a phone is provided at the bedside. Phones will not ring in patient rooms after 9 p.m. Long-distance calls must be placed collect, charged to a third party or made with a calling card. You may use your cell phone; reception is available throughout most of the hospital. Please remember to be courteous to other patients and visitors. Tell your nurse if you need TDD (telecommunication devices for the deaf) assistance.

• **Television** – Free cable television is offered in patient rooms.

• **Quiet time** – Some nursing units observe a period of quiet time during the day to provide patients uninterrupted rest and sleep to promote healing. During quiet time, family members and visitors are encouraged to take a break as well. Any family member who chooses to stay with the patient during quiet time is asked to ensure there are no unnecessary interruptions to the patient’s rest.

• **Wi-Fi access** – Free wireless Internet access is available throughout the hospital. If you need assistance, please call Information Services at 859-226-7500.

• **Hourly rounding** – A member of your care team will be around every hour to check on you and answer any questions or concerns you may have.
Meet your health care team

**Attending physicians** are responsible for leading and supervising the care team. These physicians have a medical degree and at least three years of post-medical school training in a specialty area and are licensed to practice medicine.

**Fellows** are specialists who have completed three or more years of post-medical school training as a resident and are pursuing additional training in a specialized area of practice. Fellows are licensed to practice medicine and work under the direction of the attending physician.

**Residents** have completed medical school and are pursuing initial training in a specialty area. They are licensed and work under the direction of the fellow and/or the attending physician.

**Interns** are licensed physicians in the first year of resident training.

**Medical students** have completed their undergraduate education and are in training to become physicians. Medical students may be involved in your care under the direction of the attending physician, although their involvement will be limited.

For your convenience, a space has been provided in the back of this guide to help you remember the names of your health care providers.

**Physician assistants (PAs)** and **nurse practitioners (NPs)** are health professionals who are certified by their professional organization. They may be involved in your care under the direction of the attending physician.

**Nurses** are the primary point of contact between you and your health care team both at the bedside and in outpatient settings. Nurses perform frequent patient evaluations, including monitoring and tracking vital signs and performing procedures such as IV placement, drawing blood and administering medications.

**Registered dietitians** provide patients and family members with information on special diets and discuss any nutritional concerns. Dietitians are available Monday – Friday, 8 a.m. – 5 p.m. at 859-323-6987.

**Pharmacists** work closely with your health care team to determine the best plan of care for you using the most appropriate medications. If you would like to speak with a pharmacist to clarify medication-related issues, please ask your nurse to arrange a consultation.

**Physical and occupational therapists** provide specialty care intended to help you return to your former state of physical mobility and function.

**Certified nursing care technicians**, sometimes called **nursing assistants**, provide assistance with your activities of daily living under the direction of the registered nurse.

**Housekeepers** play an important role in your care by keeping your room clean. If you have any concerns or comments about the cleanliness of your room, tell your nurse. You may also contact Environmental Services at 859-226-7391.
During your stay with us

Infection prevention and patient safety
What you as a patient can do:

• **Hand hygiene** – Frequently wash your hands. Hand hygiene is the single most important factor for preventing the spread of infection. It is also very important that family and visitors wash their hands frequently using proper techniques or make frequent use of alcohol hand sanitizer. Alcohol hand gel is available to everyone. Dispensers are in every patient care room or immediately outside the door of the patient room.

• Make sure you and your family know your allergies and what medicines you take.

• **Speak up!** If something does not seem right, let someone know immediately. Do not assume anything.

• Never forget that your opinion matters and that you have a right to feel respected.

• Become educated by your care providers about your illness and treatment options.

• Prepare a list of questions to ask during your doctor’s daily rounding time.

• Ask your nurse to help you if you are concerned about falling. Always ask for assistance if in doubt.

• Tell your caregiver if you have loss of vision, hearing or other sensory problems such as loss of smell or taste, difficulty swallowing, or altered sense of touch.

• Tell your health care team if you have problems with standing, walking or moving from bed to a chair.

• It is important as part of your recovery process for you to maintain as much independence as possible. However, please tell your caregiver if you need assistance with bathing, toileting, dressing, grooming, eating or other activities. We are here to help you.

What your care team can do for you

• Every hospital employee involved in your care is expected to introduce themselves by name and to wear a hospital identification badge. If you are not sure who a person is or what their role is in your care, ask them.

• Your caregiver will check your wrist identification bracelet and ask your name and birthdate before administering any medication or treatment. Speak up if you think he or she has you confused with another patient.

• A member of your health care team will be around hourly to check on you.

• All health care workers are expected to wash their hands before touching you and also as they are leaving the room. Please feel free to ask staff if they have done so.

• Your health care team is there to help you. If there are any questions or concerns, feel free to ask any member of your health care team.

Knowing your medications

While you are hospitalized, your doctor may prescribe medications for you. Be sure that you understand exactly what they are and why they are being prescribed. Use this checklist to help you get the information you need from your doctor:

- What is the name of the medicine?
- What is its generic name?
- Why am I taking this medicine?
- What dose will I be taking? How often, and for how long?
- When will the medicine begin to work?
- What are the possible side effects?
- Can I take this medicine while taking my other medications or dietary supplements?
- Are there any foods, drinks or activities that I should avoid while taking this medicine?
- Should I take this medicine at meals or between meals?
- Do I need to take the medicine on an empty stomach or with food or a whole glass of water?
- What should I do if I forget to take the medicine and miss a dose?
Pain management
Keeping pain at a minimum is important to your healing and overall well-being. To ensure that you receive the best care possible, you are encouraged to:

- Ask about proper pain management.
- Ask your doctor, nurse or pharmacist what to expect from efforts to manage your pain.
- Provide accurate information regarding your medical history, including any prescription and over-the-counter (non-prescription) medicines you may be taking.
- Describe how your pain interferes with your daily activities and/or sleep patterns. Tell your doctor or nurse what has helped in the past to manage your pain.
- Question any instructions or information you do not understand and make sure you know whom to contact if your pain is not controlled.
- Ask about possible side effects of pain medication and inform your care provider if you are not feeling better.

Visitor information
We know that having family, friends and loved ones close by can be comforting. For the rest and safety of our patients, however, visitors should always check at the nurses’ station before visiting a patient. In order to create a healing environment, please follow these general guidelines:

- UK HealthCare shall not restrict or deny visitation privileges on the basis of race, color, national origin, religion, sex, gender identity, sexual orientation, or disability.
- Only two individuals are allowed in the patient room at a time.
- If your loved one’s health requires that someone stay overnight, arrangements must be made with the patient’s nurse. Only one family member or friend may stay after visiting hours in the patient’s room. If you want to make arrangements before your hospital stay for overnight lodging, you may call Customer Relations at 859-257-2178 between 8 a.m. and 5 p.m. Monday – Friday or visit an information desk for a complete list of hotels that provide discounted rates.

If you are ill with any contagious condition, such as a cold, sore throat, flu, cough, fever or stomach virus, please do not come to the hospital as you may endanger the health of our patients and others. Masks are provided throughout the hospital if needed.

- Children under the age of 10 are not permitted in patient care areas without special permission from the nurse. Children must have adult supervision at all times and must leave the hospital at 9 p.m.

Wash your hands when entering and leaving a patient’s room. Alcohol hand gel is available near the door in every patient room.
- Hospital policy requires us to ask that you leave all personal linens at home. This includes pillows, blankets and comforters. This policy is in the best interest of your loved one and is an essential part of our infection-control policy.
- As a courtesy to other patients and families as well as staff, please limit cellphone use in patient rooms.
- Avoid wearing perfume or other types of fragrances and scents as some patients and staff are sensitive to them.
- Weapons, concealed or otherwise, are not permitted on UK HealthCare property unless carried by a sworn officer of the law.
Visitors who are disruptive or who otherwise violate these policies may be asked to leave the premises.

To reach a patient by phone, please call the patient information line at 859-226-7000.

eGreetings – Family members and friends can send e-mail greetings to a loved one during their hospital stay. Messages are printed out and delivered by a volunteer to the patient once a day, Monday – Friday. Those received on weekends or holidays will be delivered the next business day. Visit ukhealthcare.uky.edu to send an eGreeting.

Flowers – Flowers sent to patients will be delivered to their rooms, except for patients in intensive care units. In ICUs, flowers will be left at the nursing station because they are not allowed in the critical care patient areas. Flowers are delivered by volunteers Monday – Friday. Any questions regarding deliveries or to order a gift for a loved one, please contact the hospital gift shop at 859-323-4127.

Gifts for patients – Visitors should check with a nurse before bringing balloons or gifts of food or drink to patients. Latex balloons cannot be brought into the hospital.

Hotels and lodging – If your family plans to stay overnight, there are several options for overnight lodging. If you want to make arrangements for overnight lodging prior to your hospital stay, call Customer Relations at 859-257-2178, 8 a.m. to 5 p.m., Monday – Friday for a list of hotels.

Mail – Letters and cards mailed to patients are delivered by a volunteer Monday – Friday. Mail received after the patient leaves will be forwarded to their home address. Mail should be addressed as follows:

Patient First and Last Name
Room Number
UK Good Samaritan Hospital
310 S. Limestone
Lexington KY 40508

Preparing for discharge and going home

Once your doctor determines it is medically safe for you to be released from the hospital, he or she will tell the rest of your care team. Each member of the team has responsibilities that must be completed before you can leave. This may take some time, so please be patient.

When your doctor tells you that you are ready for discharge, ask your nurse to estimate when you will be leaving. Make sure you collect all of your personal belongings. When all of the necessary arrangements have been made and you are ready to go, someone with Patient Transport or a nurse will come to your room to escort you to the front of the hospital to be picked up.

Before going home

Be sure you know the answer to these questions:

• What is my diagnosis?
• When should I see my doctor?
• When should I call my doctor after being discharged?
• How do I contact my doctor?
• What are my medications? (Refer to medications chart located in the back of the patient guide.)
• Should I take the medicines I was taking before I was hospitalized?
• What should I be eating?
• How do I take care of my incision? (for surgery patients)
• When can I shower or take a bath?
• Are there any restrictions to my activity?
• When will it be safe for me to drive a car?
• When will I be able to return to work or school?
For the caregiver

While your loved one is in the hospital you may have to be the one to speak up for him or her. You can do this by being your loved one’s patient advocate, which is the person who will help the patient work with doctors, nurses and hospital staff. To help your loved one make the best decisions about their care and treatment, take a look at the advice in the caregiver checklist shown below. While you are making sure that your loved one’s needs are being met either at the hospital or at home, don’t neglect your own. This can be a stressful and time-consuming job. You may neglect your diet, your normal exercise routine and your sleep needs. You may find that you have little or no time to relax, to be yourself, or to spend time with friends or other loved ones. Downtime is important, so don’t be reluctant to ask for help in caring for your loved one.

Caregiver checklist

☐ Know what condition your loved one is being treated for.

☐ Know your patient’s rights and responsibilities.

☐ Know whether your loved one has advance directives and, if so, what they specify. (See page 2.)

☐ Ask questions; if your loved one is too ill or reluctant to ask questions, make note of their concerns and any you may have, and please don’t be afraid to speak up!

☐ Help your loved one track medications. The patient may be prescribed medications while in the hospital and may be seen by several different doctors. Use the medications tracker located in the back of this patient guide.

What’s next?

If you have any questions regarding your loved one’s post-discharge plan, please contact Patient & Family Services Monday – Friday, 8 a.m. – 4:30 p.m. or ask your nurse for assistance.

Going home

From the time your doctor feels you are close to leaving the hospital, plans will be made for your safe discharge.

Your doctor and nurse will review with you any special instructions needed for follow-up care. Be sure to take copies of your written discharge instructions and your medicines to your regular doctor and to your specialists the first time you visit them after your hospitalization.

Information will be provided about what medicines you should be taking and prescriptions will be provided for you to have filled. If you have questions about the new medicines or about whether you should continue take medicines you were on prior to your hospital stay, please ask your doctor.

Follow-up care

Most UK HealthCare follow-up is provided on the main medical campus, which includes the Kentucky Clinic, Gill Heart Institute and Markey Cancer Center, in collaboration with your primary doctor and the specialist who sent you to UK HealthCare. To schedule an appointment for your follow-up care, call UK Health Connection at 859-257-1000 or toll-free 800-333-8874.
Financial services and your hospital bill

Hospital bills
Questions about the hospital bill should be directed to Patient Accounts at 859-257-8111 or toll-free 800-288-2779. The office is on the ground floor of the hospital and is open 8 a.m. to 4:30 p.m., Monday – Friday. It also can be reached my mail at:

Patient Accounts
UK HealthCare Patient Accounts
2347 Sterlington Road
Lexington KY 40517

Frequently asked questions about your hospital bill
Questions often arise about hospital bills and other financial arrangements. We have attempted to answer a few of the most frequently asked questions below. Please remember that a financial counselor is available to answer your questions personally.

Call 859-257-7324 to speak to financial counseling, or visit the financial department located at the registration desk on the ground floor of the hospital 8 a.m. to 5 p.m., Monday – Friday.

What does my hospital bill cover?
Your daily room rate includes your nursing care, meals, and services such as linens and housekeeping. Your hospital bill includes your daily room charge along with other charges for services ordered by your physician, such as laboratory tests, X-rays, medications, treatments and therapy, operating room, anesthesia, and recovery room.

When must I pay my hospital bill?
Unless you have already made financial arrangements with our financial counselors, any outstanding balance on your hospital bill is due when you leave the hospital. If you are concerned about paying your hospital bill, please contact Financial Counseling at 859-226-7324. You may pay your balance in cash, with a personal check, or with MasterCard, Visa, Discover or American Express.

Will my insurance cover everything?
Every insurance policy is different. Your hospitalization coverage is a contract between you and your insurance company. While we will gladly provide assistance in filing your claim, you are ultimately responsible for your account. Please contact your insurance company in advance to determine the type of coverage they will provide.

Can you bill my insurance directly?
Most likely yes, but it depends on your insurance company. We will bill your insurance company, Medicare or any other medical assistance program promptly for the total of your charges. Payments received from your insurance provider will be credited to your account. We will send you a statement showing payments received and any unpaid remaining balance. If your insurance carrier or other agency denies your benefits or fails to reimburse the hospital, you will become responsible for the payments in the full amount of your hospital stay.

I already paid my bill; why did I receive another one?
Although your hospital bill is due and payable on discharge, it sometimes takes as long as 24 hours for charges or credits to be posted on your account. For this reason, the balance shown on your statement at the time you are discharged may not be the final statement; you may receive an additional statement by mail.

How do I apply for financial assistance?
You can apply for financial assistance two ways: by visiting the Patient Accounts office located at the registration desk on the ground floor of the hospital, 8 a.m. to 5 p.m., Monday – Friday, or by calling the office at 859-323-9898 or toll free at 855-211-4707.

Physician bills
Kentucky Medical Services Foundation (KMSF)
Physician services are billed separately by Kentucky Medical Services Foundation (KMSF). Billing questions related to physician services should be directed to KMSF by calling 859-257-8618, Monday – Friday, 8 a.m. – 5 p.m., or writing to:

Kentucky Medical Services Foundation
2333 Alumni Park Plaza, Suite 200
Lexington KY 40517

Team Health Alcoa
Physician services are billed separately by Team Health Alcoa. Questions about physician services bills should be directed to Team Health Alcoa by calling 859-375-9041, 8 a.m. to 5 p.m., Monday – Friday, or writing to:

Team Health Alcoa
1792 Alysheba Way, Suite 150
Lexington KY 40509
Once the written request has been submitted, medical records will mail the records within 30 days. Except under extreme circumstances, patients and families cannot pick up records in person but may direct questions to the HIM clerk at 859-226-7033.

The first copy of your medical record is free, and a standard fee of $1 per page will be charged for additional copies. Please keep a personal copy of any information you request to avoid future costs of obtaining copies.

Primary care physicians and other specialists also may contact HIM to have a patient’s records faxed directly to the doctor’s office. At the patient’s request, medical records will be released to any doctor free of charge.

**X-rays and other radiology exam records**

Copies of your X-rays and other scans such as CT scans, MRIs and ultrasounds can be requested by calling 859-226-7144.

**Hospital Medical Records**

In order to protect your privacy, written permission is required before UK HealthCare can release your medical records. Any patient or family member needing records may visit the Health Information Management (HIM) office on the first floor of the hospital.

You can request a copy through the mail at the address below:

Health Information Management
310 S. Limestone
Lexington KY 40508
Fax: 859-226-7037 or 859-226-7457

Patients also may visit ukhealthcare.uky.edu/patients/records for additional information. There you will find a copy of the release form that can be mailed, faxed or hand-delivered to the HIM as well as printable instructions for completing the form.

**My UKHealthCare patient portal** offers you a free, convenient and secure way to connect with UK HealthCare through self-service online tools. Once you register for the My UKHealthCare patient portal, you can:

- Request prescription renewals when it’s convenient for you, not just when our offices are open.
- Request, cancel or reschedule appointments.
- View lab test results, radiology reports and office visit summaries.
- Get health maintenance reminders.
- View your immunization record and allergies.
- View your hospital discharge instructions.

My UKHealthCare is available to all adult patients of clinics using our electronic health record. Proxy accounts for underage patients and dependent adults are available to parents and legal guardians. Ask at your clinic if they are participating. If they’re not yet, don’t worry – they will be soon. Visit myukhealthcare.org to learn more and to apply for an adult account or download a proxy application form. You may also ask your care provider, information desk or any staff member for additional information or call 859-257-1000 or 800-333-8874 (toll free).

**Speak Up!**

To help prevent errors in patient care, UK HealthCare participates in the “Speak Up!” program sponsored by our accrediting body, The Joint Commission. We urge patients and families to get involved and speak up about any concerns or questions they may have. Bring your concerns to any member of your care team or call Customer Relations at 859-257-2178.
For more information on how to stay safe in the hospital, you may request a copy of our patient safety HealthSmart! by calling 800-333-8874 (toll free). If you are accompanying a child patient, ask for the pediatric version. These publications can also be found online at ukhealthcare.uky.edu/publications; click on the HealthSmart! link.

Patient Experience
Our goal at UK HealthCare is to provide you with excellent care. In a few weeks, you may receive a patient satisfaction survey from a company called Press Ganey. Your honest comments are very important to us as we strive to provide all patients excellent care. We sincerely hope that your experience at UK Good Samaritan Hospital is worthy of the highest marks on the patient satisfaction survey. We appreciate your time filling out this survey should you receive one. We would love to hear your feedback. You can contact Customer Relations 8 a.m. to 5 p.m., Monday – Friday. Call 859-257-2178, toll free 800-431-4894 or by email at ukhccustomerservice@email.uky.edu.

Quality
We believe that our patients have the right to understand the quality of care we provide, what we are doing well and where we need to do better. That’s why we share measures that show how we are performing in key components of quality online. Visit ukhealthcare.uky.edu/quality to find out more.

Compliments
We love to receive compliments about staff and physicians during or after your stay. We make great efforts to ensure they are aware of your compliments. Customer Relations can be reached at 859-257-2178, toll free at 800-431-4894 or by emailing at ukhccustomerservice@uky.edu.

Complaints
You have the right to complain without worry that you or your loved one’s care will suffer. Our goal is to provide you with excellent care, and we want to make things right while you are in our hospital. If at any time during your stay with us you feel your needs or expectations are not being met, we want to hear from you.

Customer Relations helps patients and their loved ones communicate with health care providers and support staff. Our representatives serve to facilitate communication, helping patients voice their questions, compliments and concerns regarding their care. The office is open Monday – Friday, 8 a.m. – 5 p.m. If you need assistance after these hours, ask your nurse to let you speak to the nurse in charge or a hospital administrator.

You simply need to ask for a Customer Relations specialist and someone will be there to listen to and assist you. Customer Relations specialists can be reached at 859-257-2178, toll-free at 800-431-4894 or by emailing ukhccustomerservice@uky.edu.

If we are not able to find a solution to your complaint, you have the right to contact the State Office of Inspector General toll free at 800-372-2973 or the address below. You may also contact The Joint Commission by calling toll free 800-994-6610; by emailing at complaint@tjc.org; or by sending mail to the addresses below:

Office of Inspector General
61 Wilkinson Blvd.
Frankfort KY 40601

Office of Quality Monitoring
The Joint commission
One Renaissance Blvd.
Oakbrook Terrace IL 60181
### Important phone numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tr>
<td>Billing Services, Hospital Patient Accounts</td>
<td>859-226-7324</td>
</tr>
<tr>
<td>Billing Services, Physician Billing (KMSF)</td>
<td>859-257-8618</td>
</tr>
<tr>
<td>Team Health Alcoa</td>
<td>859-335-9041</td>
</tr>
<tr>
<td>Chaplain’s Office (Pastoral Care)</td>
<td>859-226-7029</td>
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<tr>
<td>Customer Relations</td>
<td>859-226-7040</td>
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<tr>
<td>Emergency Department</td>
<td>859-226-7191</td>
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<tr>
<td>Financial Counseling</td>
<td>859-226-7346</td>
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<tr>
<td>Health Information Management</td>
<td>859-226-7033</td>
</tr>
<tr>
<td>Gill Heart Institute</td>
<td>859-323-0295</td>
</tr>
<tr>
<td>Gift Shop, UK Good Samaritan Hospital</td>
<td>859-226-7088</td>
</tr>
<tr>
<td>Health Connection (appointments and information)</td>
<td>859-257-1000 or 800-333-8874</td>
</tr>
<tr>
<td>Housekeeping (Environmental Services)</td>
<td>859-226-7391</td>
</tr>
<tr>
<td>Kentucky Children’s Hospital</td>
<td>859-323-5741</td>
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<tr>
<td>Kentucky Clinic Information Desk</td>
<td>859-323-4102</td>
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<tr>
<td>Kentucky Clinic Pharmacy</td>
<td>859-323-5854</td>
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<tr>
<td>Kentucky Clinic South</td>
<td>859-257-9800</td>
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<tr>
<td>Markey Cancer Center</td>
<td>859-257-4488</td>
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<tr>
<td>Markey Cancer Center toll-free</td>
<td>866-340-4488</td>
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<tr>
<td>Medical Records</td>
<td>859-257-3591</td>
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<td>Center for Advanced Surgery</td>
<td>859-323-5860</td>
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<td>Patient Information</td>
<td>859-226-7000</td>
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<td>UK Polk-Dalton Clinic</td>
<td>859-257-8801</td>
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<tr>
<td>Registration/Admitting and Insurance Authorization</td>
<td>859-226-7100</td>
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<tr>
<td>Security</td>
<td>859-323-6156</td>
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<tr>
<td>Social Worker (Patient &amp; Family Services)</td>
<td>859-226-7168</td>
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<tr>
<td>Tobacco Cessation Services</td>
<td>859-323-4222</td>
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<tr>
<td>Twilight Children’s Clinic</td>
<td>859-257-6730</td>
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<tr>
<td>UK Good Samaritan Hospital Operator</td>
<td>859-226-7000</td>
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<tr>
<td>Volunteer Services</td>
<td>859-323-6023</td>
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<tr>
<td>Wound Care Clinic</td>
<td>859-226-7050</td>
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My name_________________________________________ Date ______________

Allergies_________________________________________________________________________
_____________________________________________________________________________________

List all medicines you take, including prescription medicines, sleep aids, eye drops, ear drops, implantable pump medications, transdermal patches, herbals, vitamins, antacids or aspirin.

<table>
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<th>Name of medicine</th>
<th>Dose (Example: mg, ml, units, puffs or drops)</th>
<th>When do I take this medicine (check time)</th>
<th>Why do I take it</th>
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Free parking is available in the Good Samaritan Parking Garage, accessible from S. Limestone or Maxwell Street. Free parking is also available at the Medical Office Building and the Professional Arts Center.
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<td>• For the vision impaired.</td>
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<td>• Interpreter/translation services</td>
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<td>Rights, Patient</td>
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Stay connected with UK HealthCare and Good Samaritan Hospital. Become a fan of our Facebook to stay up-to-date on community events, programs, treatments, research, new physicians and more.
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