



Dear Provider:

Welcome to Lexington Clinic; we look forward to working with you! The Physician Services & Recruitment Department will be assisting you throughout the credentialing and on-boarding process. We will be processing your credentialing paperwork and will be available to assist you going forward.

Enclosed are your internal privileging, employment, payer enrollment and malpractice insurance forms required for Lexington Clinic. I have included detailed instructions for completing the credentialing documents and I have highlighted the portions that require your response.

Please return the completed packet to me via email or fax.

**Please also email or text me the following items as soon as possible:**

- **CV**
- **DEA**
- **Social Security card**
- **Driver's License (color copy)**
- **CAQH user ID and password:** Your current credentialing or payer enrollment department should be able to provide this to you. If not, please call CAQH Proview at 1-888-599-1771 to obtain this information.
- **KY Medicaid provider number:** Please obtain this number from your current or previous employer (credentialing or payer enrollment department) as we will need this number to enroll you with Lexington Clinic.

Please note that you will be receiving emails from our Payer Enrollment Department to approve Lexington Clinic as a surrogate through the CMS Access and Identity site and to sign your Medicare/PECOS application. These items are time sensitive and must be completed as soon as requested. Your current credentialing or payer enrollment department might be able to assist you with your username and password for the CMS Access and Identity site or you can call the NPI Enumerator at 1-800-465-3203.

If you have any questions, please do not hesitate to contact me at any time.

Thank you,

*Lora Neace*

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