

Please fill out the forms as completely as possible. If you are unable to answer a question, call us at (270) 745-1398 and a Preregistration Representative can help you. Or, leave it blank and we will assist you when you arrive at The Medical Center.

Please make a copy of a photo ID, Physician Order, and Insurance Card and include these in the packet with the forms listed above. There are three methods to deliver these documents to our registration staff:

- Fax the complete packet to 270-796-2178. Please print the fax coversheet listed above and place a check by each document that is included in the packet you are faxing. Please do this at least 24 hours before arriving at The Medical Center to ensure that your Pre-Registration is complete before your arrival.
- Mail the entire packet to:
The Medical Center
Attn: Shelia Still
250 Park Street
Bowling Green, KY 42101

Please do this at least 72 hours prior to your arrival to ensure that our staff has ample time to receive the documentation and complete your Pre-Registration.

- Bring your documentation with you on the day of your visit. You will not be Pre-Registered with this method, but you will speed up the registration process with your documentation filled out on arrival.

You will be notified by email or phone call that your Pre-Registration is complete and may be given an account number for your visit. Please bring this confirmation email or account number with you the day of your visit. If you have not heard from our staff by the day of your visit, please call 270-745-1398 to inquire about your status.