



**New CLIENT INFORMATION SHEET**

You may fax this back to us @ FAX 703-836-8765

**ACCOUNT NAME:**

\_\_\_\_\_

**ANSWER PHRASE:**

\_\_\_\_\_

(answering for Dr. Howard's office....etc)

**OFC ADDRESS:**

\_\_\_\_\_

**BILLING ADDRESS:**

\_\_\_\_\_

**MAIN PHONE #:**

\_\_\_\_\_

**FAX#:**

\_\_\_\_\_

**BACKLINE / PVT#**

\_\_\_\_\_

**LUNCH HRS:**

\_\_\_\_\_

**2<sup>ND</sup> LOCATION:**

\_\_\_\_\_

**Indicate Days & Hours You are @ Main Ofc**

\_\_\_\_\_

\_\_\_\_\_

**Indicate Days & Hours @ 2<sup>nd</sup> Location**

\_\_\_\_\_

\_\_\_\_\_

**NAME OF OFFICE MANAGER:**

\_\_\_\_\_

**TYPE OF MEDICAL PRACTICE**

\_\_\_\_\_

**NOTES:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OFC USE ONLY: DID # to assign:**

\_\_\_\_\_

**Acct #**

\_\_\_\_\_

Entered in 1800

\_\_\_\_\_

Entered in TBS

\_\_\_\_\_

FrontAttendant?

\_\_\_\_\_

800#

\_\_\_\_\_

**PROTOCOL FOR EMERGENCY CALLS**

**When paging doctor: Page back to service? \_\_\_\_\_ Put all #s in pager? \_\_\_\_\_**

**On weekends: Page first? \_\_\_\_\_ Call residence first? \_\_\_\_\_**

**Weekdays after 7pm? Page first? \_\_\_\_\_ Call residence first? \_\_\_\_\_**

**If on-call person does not respond or paging not working BACK UP?**

\_\_\_\_\_

Physicians/N.P.s in the practice	HOME AND CELL TELEPHONE NUMBERS	PAGER NUMBERS Alpha? Or Digital?

**IF YOU HAVE ALPHA PAGER(s):** What is the name of your paging co: \_\_\_\_\_

What is your pager Pin # \_\_\_\_\_ or Your pager phone # (\_\_\_\_) \_\_\_\_\_

What is your paging co phone #: \_\_\_\_\_ Your acct # \_\_\_\_\_