

ACCOUNT SET-UP FORM

Client Information

Client Name: _____
 (Practice Name, Laboratory Name or Physician)

Client Name 2: _____

Address 1: _____

Address 2: _____ (optional)

City: _____ State: _____ Zip: _____

Primary Contact: _____

Secondary Contact: _____

Phone: _____ Fax: _____

E-mail: _____ Secondary Phone: _____

Billing Preference (select one)

<input type="checkbox"/> Direct Client Bill Preferred: A/P Contact Name: _____ Billing Phone: _____ Billing e-mail: _____	<input type="checkbox"/> Patient Insurance Billing Preferred: Office Contact name: _____ Office Phone: _____ Office e-mail: _____
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Client Reports to be Received by

Electronic (e-mail)*: _____

Fax Number: _____

Report copy(s) to: _____

* note: minimum of one person must be granted access to the GTC LIS

Client's Authorized Ordering Physician Details

Physician Name _____

Address 1: _____

Address 2: _____ (optional)

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____ Secondary Phone: _____

License Number _____ Type: _____

Additional Client's Authorized Ordering Physician Details

Physician Name			
Address 1:			
Address 2:			
		(optional)	
City:		State:	
		Zip:	
Phone:			Fax:
E-mail:			Secondary Phone:
License Number			Type:

Special Instructions
