

## 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"/> <b>Direct Client Bill Preferred:</b> A/P Contact Name: _____ Billing Phone: _____ Billing e-mail: _____	<input type="checkbox"/> <b>Patient Insurance Billing Preferred:</b> 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: \_\_\_\_\_

NPI: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_ (optional)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

License Number: \_\_\_\_\_ Type: \_\_\_\_\_

