

Executive Billing Solutions

Office Setup Check List

Date Billing is to Commence: _____

Is billing set under Doctor's name or the practice name? _____

If Doctor, Social Security Number required _____

If Practice name, EIN required _____

Provider's Medicare UPIN number _____

All insurance or managed care identification numbers:

Medicare: _____

Medicaid: _____

Blue Cross: _____

Champus: _____

RR Medicare: _____

(All additional please list on back)

Please provide a copy of all of the following:

- Doctor's Degree
- State License
- Specialty License (if applicable)
- Practice Fee Schedule for Services
- Daily Encounter Form (Superbill)
- Office Procedures Codes & Diagnosis Codes
- New and Current Patient Information Sheet
 - With Insurance Cards
 - Driver's License (If Available)

Please feel free to call our office where a helpful representative will be happy to assist you with the completion of you office set up.

480-899-6650

