



Start Date			
Answer Phrase			
Can we say "Call Center"?	Yes	No	
Specialty of Practice	<input type="checkbox"/>	<input type="checkbox"/>	
Office Hours			
Phone Numbers Forwarded			
Fax Number(s)			
Backline (not given out)			

Mailing Address			
Please use alternate spaces for any satellite locations			

Physical Address and Directions to	
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Set Up Information:

<input type="checkbox"/> Mailing Address	<input type="checkbox"/> Fax Number	Other
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May We Refer The Following Information To Your Callers?

Office Contact (Please include name and number)	
General Messages	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes: <input type="checkbox"/> Hold for pick up <input type="checkbox"/> Receive once per day via fax/email <input type="checkbox"/> Fax <input type="checkbox"/> E-mail <input type="checkbox"/> Voicemail <input type="checkbox"/> Retrieve using web portal

General Message Options: (Check the desired options)

<input type="checkbox"/> Person/doctor who message is for	<input type="checkbox"/> Caller's Name	<input type="checkbox"/> Their Company's Name	<input type="checkbox"/> Telephone Number
<input type="checkbox"/> Street Address	<input type="checkbox"/> City	<input type="checkbox"/> State	<input type="checkbox"/> Zip Code
<input type="checkbox"/> Message	<input type="checkbox"/> Other	<input type="checkbox"/> Any of these mandatory? If so, place "M" in the box	

Do you want us to contact you for prescriptions and prescription refills? Yes No

If no, how do you want us to handle them?

Delivery Instructions (check the desired option):

What defines an emergency for your company?

For any staff that has numeric pagers, please list those that are to be paged back to the service (all others will be paged to caller's number):

Message delivery instructions (Please select one)

<input type="checkbox"/> Fax All Messages Daily at:
<input type="checkbox"/> Fax messages that were not delivered to you only (i.e. Non-emergencies, office matters)
Any other information you would like to add?
Please Sign And Fax To (910) 509-1850
Name Date