TS4MO
Technology Solutions 4 the Medical Office

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Table Building Worksheet

Employee Information for User Security Setup

Employee Names	Initials	Job Role or Function	Notes

Insurance Company Table

(If you have a list from your current practice management system, please print it and fax or email to TS4MO)

Company Name	Address	Phone	Notes

Company Name	Address	Phone	Notes

Practitioner Table

(If you have a list from your current practice management system, please print it and fax or email to TS4MO)

Practitioner Name	TAX ID	NPI Number	Medicare PTAN	Other

Service Code Table

(If you have a list from your current practice management system, please print it and fax or email to TS4MO)

Service code	Description	Standard Fee	Medicare Fee	Other

Diagnosis Code Table

(If you have a list from your current practice management system, please print it and fax or email to TS4MO)

Diagnosis Code	Description	Other

Referring Provider Table

(If you have a list from your current practice management system, please print it and fax or email to TS4MO)

Referring Name	Address	Phone	NPI #	Other

Place of Service Table

(If you have a list from your current practice management system, please print it and fax or email to TS4MO)

Location Name	Address	Phone	NPI#	Other

Recall Reasons Table

(If you have a list from your current practice management system, please print it and fax or email to TS4MO)

Recall Reason	Notes:

Statement Messages

(If you have a list from your current practice management system, please print it and fax or email to TS4MO)

Statement Message	Criteria for use
	30 Day message
	60 Day message
	90 Day message
	120 Day message

Notes:

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