



# ACCOUNT APPLICATION AND UPDATE

Open New Account     Update Account #: \_\_\_\_\_

## PRIMARY PRACTITIONER

Name: \_\_\_\_\_ Degree: \_\_\_\_\_ NPI: \_\_\_\_\_

PECOS (Medicare) status:  Enrolled     Opted-Out     Unknown    Signature: **X** \_\_\_\_\_

**Required:** Please attach a copy of your license or voided prescription form.

## PRACTICE/CLINIC PHYSICAL LOCATION (Cannot be a PO Box)

Practice/Clinic Name: \_\_\_\_\_ Main Phone: \_\_\_\_\_ Extension: \_\_\_\_\_

Address 1: \_\_\_\_\_ Other Phone: \_\_\_\_\_ Description: \_\_\_\_\_

Address 2: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ State/Province/Region: \_\_\_\_\_ Email: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_ Email 2: \_\_\_\_\_

## ADMINISTRATIVE CONTACTS

Lab Contact/Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Office Contact/Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Shipping Contact/Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Billing Contact/Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## COURIER ADDRESS FOR TEST KITS (Cannot be a PO Box)

Same as practice/clinic physical location

Attention: \_\_\_\_\_

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

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State/Province/Region: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

## OPTIONAL ALTERNATE ADDRESS (PO Boxes Accepted)

Can be used for bills and other mail

Attention: \_\_\_\_\_

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

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State/Province/Region: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

## US & CANADA REPORT DELIVERY METHODS

**All accounts have online access to results. If selected, Doctor's Data will mail hard copy reports to US & Canada clients.**

Mail hard copy reports (N/A outside US & Canada). Mail to:  Physical Location     Courier Address     Alternate Address

Don't mail hard copy reports; download only. Email "results ready" notification to: \_\_\_\_\_

## WHERE DO YOU WANT BILLS SENT?

Mail bills to:  Physical Location     Courier Address     Alternate Address

## HOW DID YOU HEAR ABOUT US?

Conference: \_\_\_\_\_     Email/Newsletter     Website     Referred by: \_\_\_\_\_     Other: \_\_\_\_\_

## EMAIL OPT-IN ADDRESS

Check here to opt-in an email address to receive promotional and informative emails. We will never sell your name to any other party and you can opt out at any time by contacting us at [info@doctorsdata.com](mailto:info@doctorsdata.com)

Email Address: \_\_\_\_\_

3755 Illinois Ave.  
St. Charles, IL 60174-2420  
800.323.2784 (US and CANADA)  
0871.218.0052 (UK)  
+1.630.377.8139 (GLOBAL)  
630.587.7860 (FAX)  
doctorsdata.com

FOR DOCTOR'S DATA USE ONLY:  
DATE RECEIVED: \_\_\_\_\_  
DATE ENTERED: \_\_\_\_\_  
ENTERED BY: \_\_\_\_\_  
ACCOUNT #: \_\_\_\_\_

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E12.18

**PROMPT PAYMENT AGREEMENT**

I wish to participate in the Doctor's Data, Inc./Labrix Prompt Payment/Professional Price Discount program. I understand that tests will be charged according to the current Prompt Payment/Professional Price Fee Schedule(s), unless otherwise described below, and I agree to comply with the following:

I understand that if I mark the requisition "Bill Practitioner Account" or select "Always Bill Practitioner Account" option below, charges will be billed to my account, and I agree to pay all outstanding balances in full within 30 days of the invoice date. I understand that all accounts are subject to credit review/approval, that credit limits may be established and that unpaid balances over 30 days old are subject to a monthly service charge of 1.5%.

I understand that patient prepayments on Doctor's Data tests will be charged according to the DDI Prompt Payment Fee Schedule; and that patient prepayments for Labrix tests will be charged according to the Labrix Collect Fee Schedule.

I understand that the Prompt Payment/Professional Price/Labrix Collect fee schedules are not available when "Patient Billing or Insurance/Medicare Billing" is selected and that these tests will be charged according to the List Price fee schedule.

The undersigned agrees to be responsible for payment for tests billed to his or her professional account and to comply with the terms listed above:

Name: \_\_\_\_\_ Signature: **X** \_\_\_\_\_ Date: \_\_\_\_\_

**CREDIT CARD AUTHORIZATION**

***Providing a credit card on file is optional for US accounts and mandatory for all accounts outside the US.***

I authorize Doctor's Data, Inc. to charge my outstanding monthly balance to this credit or debit card each month.

Card type:  Visa                       MasterCard                       American Express                       Discover

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expires: \_\_\_\_\_

Cardholder Signature: **X** \_\_\_\_\_

**CREDIT CARD BILLING ADDRESS**

Attention: \_\_\_\_\_

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

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State/Province/Region: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

**BILLING PREFERENCE**

- Enable all billing methods and bill as requisition is marked (Default billing method)**
- Never bill practitioner account; only allow patient prepay, or insurance/Medicare (Required in NY, NJ, & RI)**
- Always bill practitioner account; no patient payments, or insurance/Medicare billing. (N/A in NY, NJ, & RI)**

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 630.587.7860 (FAX)  
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FOR DOCTOR'S DATA USE ONLY:  
 DATE RECEIVED: \_\_\_\_\_  
 DATE ENTERED: \_\_\_\_\_  
 ENTERED BY: \_\_\_\_\_  
 ACCOUNT #: \_\_\_\_\_

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