

Professional Will - Password resource List

Office address: _____

Location of office keys: _____

Office administrator/staff: _____ Phone/email: _____

_____ Phone/email: _____

Password generator program _____ info left with _____

Office phone: Login/pass: _____

Office laptop: Log in: _____ Pass/PIN: _____

Website: www. _____ Managed by _____

Login: _____ Pass: _____

Professional email account:

Login: _____ Pass: _____

Open records kept: In office (file cabinet)—key in office drawer

On-line: EMR: Login: _____ Pass: _____

Closed records kept: In office (front closet)- standard office key

On-line: EMR: Login: _____ Pass: _____

Remote storage :

Prescription pad location:

Financial records : Quickbooks

Login: _____ Pass: _____

Business records location:

Bank: Account: _____

Checks located: _____ ATM card located: _____

Billing company (if relevant): Phone: _____

Bookkeeper: Phone: _____

Email: _____

Accountants/Payroll: Phone _____

Email: _____

Address:

Texas Medical Board: Lic: <http://www.tmb.state.tx.us> 512-305-7010

DEA : account: <https://www.deadiversion.usdoj.gov> 800-882-9539

Business services:

Phone service provider: phone:

Internet service provider: Phone:

Office supplies (automatic): Phone:

Premise lease: Phone:

Leased office equipment (if relevant) Phone

Shredding services (if relevant) Phone:

Housekeeping (if relevant) Phone:

Advertising services (if relevant) Phone:

Other _____ Phone:

Professional Associations:

Membership associations:

Teaching responsibilities (if relevant)

Supervision responsibilities (if relevant)

Other regular clinical commitments:

Other regular professional commitments:

Malpractice: Policy:

Website : Phone :

Liability insurance: Policy:

Website: Phone:

Robin May-Davis, MD www.robinmaydavismd.com

Personal executor: _____

Email:

Phone:

List of providers to contact in event of death or incapacitation: