

**Office/Practice Information:** If more than one office, **please complete section 2 for each additional office.**

Tax ID No. \_\_\_\_\_ Is the Tax ID No. incorporated?  Yes  No

Office Type:  Primary  Secondary Are you currently practicing at this address?  Yes  No

**If yes, indicate your practice start date. If no, indicate your expected start date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_   
MM DD YYYY

Practice Type \_\_\_\_\_ Taxonomy Code \_\_\_\_\_

Practice NPI \_\_\_\_\_ NPI Type:  Organization  Subpart  Individual Taxonomy Code \_\_\_\_\_

Suppress office/practice from directory?  Yes  No Practice name to appear in directory \_\_\_\_\_

Corporation name as it appears on W-9 (if different than above) \_\_\_\_\_

Corporation owner(s), partner(s), and or investor(s) \_\_\_\_\_  
(Attach additional pages if necessary)

Location Address \_\_\_\_\_  
Street  
City State ZIP

Location Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Office E-mail Address \_\_\_\_\_

Providers Appointment Phone No. \_\_\_\_\_ After-Hours Emergency Phone No. \_\_\_\_\_  
if different than location phone no.

Contact Name \_\_\_\_\_ Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Contact Position/Title \_\_\_\_\_ Contact E-mail Address \_\_\_\_\_

Correspondence Address \_\_\_\_\_  
Street  
City State ZIP

Correspondence Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Contact Position/Title \_\_\_\_\_ Contact E-mail Address \_\_\_\_\_

Billing/Payment/Remittance Address \_\_\_\_\_  
Street  
City State ZIP

Billing Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Contact Position/Title \_\_\_\_\_ Contact E-mail Address \_\_\_\_\_

Check payable to (should be consistent with your W-9) \_\_\_\_\_

**Accessibilities:**

Does this site meet ADA accessibility requirements?  Yes  No

Does this site offer the following services to the disabled?

Text telephone (TTY)  Yes  No TTY Phone No. \_\_\_\_\_

Sign language  Yes  No Mental/physical impairment services  Yes  No

**Business Operations:**

Does this practice file claims electronically?  Yes  No

If yes, indicate the name of the clearing house or method with which your practice submits claims electronically

Section 2

Does this practice employ a billing service?  Yes  No If yes, complete the Business Associate Form (form #15-803).

**Services Performed in the Office:** Please check all that apply:

- EKG
- Office gynecology (routine pelvic/PAP)
- Age appropriate immunizations
- Drawing blood
- X-rays
- Tympanometry/audiometry screening
- Flexible sigmoidoscopy
- Minor surgery
- Laceration repair
- Pulmonary function studies
- Asthma treatment
- Allergy skin testing
- Radiology services
- Osteopathic manipulation
- IV hydration/treatment
- Allergy injections
- Lab
- Cardiac screening test
- Physical therapy
- Other (please specify) \_\_\_\_\_

**Mid-Level Practitioners:**

Do mid-level practitioners (APRN or PA) care for patients in your office?  Yes  No

If yes, please list the APRN/PA and their collaborating/supervising physician below:

Name	Collaborating/Supervising Physician
Name	Collaborating/Supervising Physician

**PAs practicing at a different location than their supervising physician must also answer the following questions:**

1. Has the PA spent a minimum of 80 hours, since being licensed, under the physical supervision and direction of a physician licensed in Kansas?  Yes  No
2. Does the PA's supervising physician, actively licensed in KS, periodically see and treat patients at the different location?  Yes  No
3. Is written notice conspicuously posted stating the practice location is staffed primarily by a physician assistant?  Yes  No

**Practice Office Hours:** Provide regular office hours **applicable to the office/practice at this location**

	<u>Open</u>		<u>Close</u>		<u>Open</u>		<u>Close</u>
Monday	_____	to	_____	Friday	_____	to	_____
Tuesday	_____	to	_____	Saturday	_____	to	_____
Wednesday	_____	to	_____	Sunday	_____	to	_____
Thursday	_____	to	_____				

**Provider Office Hours:** Provide regular office hours **applicable to the provider at this location** if different than above

	<u>Open</u>		<u>Close</u>		<u>Open</u>		<u>Close</u>
Monday	_____	to	_____	Friday	_____	to	_____
Tuesday	_____	to	_____	Saturday	_____	to	_____
Wednesday	_____	to	_____	Sunday	_____	to	_____
Thursday	_____	to	_____				

**Providers Practice Restrictions:**

Accept new patients into this practice?  Yes  No      Accept all new patients?  Yes  No

Are there any practice limitations?	Gender limitations?	Age limitations?	List other limitations:
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Male only <input type="checkbox"/> Female only <input type="checkbox"/> None	<input type="checkbox"/> Minimum age <input type="checkbox"/> Maximum age	_____
			_____
			_____

**Authorization:** I hereby affirm the information submitted in this form to be true, current, correct and complete to the best of my knowledge and belief and furnished in good faith.

Name \_\_\_\_\_ Contact Position/Title \_\_\_\_\_  
First, Last

**Your signature required**

Signature of Provider/Legal Designee

Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Section 2 (cont'd)