



## Mode of Communication

### Payments/EOB's (Choose which mode for Medenet to receive)

- Options:  Lock Box = \$2000/ea 6 months (approx fee - may vary from bank to bank)  
 PO Box (exclusive) = approx. \$140/year fee

*Medenet use only: Box Address*

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### Checks (Choose which mode for Medenet to send checks to you)

- Options:  Mail Days Requested: \_\_\_\_\_  
 Banking by Medenet
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### Paperwork (Incoming) (Choose which mode to forward paperwork to Medenet)

- Options:  Mail Days Requested: \_\_\_\_\_  Shred  Return  
 Email Days Requested: \_\_\_\_\_  
 FTP Days Requested: \_\_\_\_\_

If Email, list address: \_\_\_\_\_ (please print)

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### Paperwork (Outgoing) (Choose which mode for Medenet to forward you requests)

- Options:  Mail Days Requested: \_\_\_\_\_  Shred  Return  
 Fax Days Requested: \_\_\_\_\_ Number: \_\_\_\_\_  
 Email Days Requested: \_\_\_\_\_  
 FTP Days Requested: \_\_\_\_\_

If Fax, who is the contact: \_\_\_\_\_

If Email, list address: \_\_\_\_\_ (please print)

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### Paperwork (Storage)

- Charges:  Shred  Return  BURN CD EVERY Quarter (\*)  
EOB's:  Shred  Return  BURN CD EVERY Quarter (\*)
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**Month End Reports**

- Options:  Email List email address(s):
- Burn to CD & Mail to:
- Print (\*) & Mail to:
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**Invoices**

- Options:  Email (*List email address(s):*
- Mail to:
- Fax to:

To who's attention do we send?

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**Special Instructions:**

**(\*)charges may be applicable**

**Important:** Save the completed PDF form (use menu File – Save).