



CompuGroup™
Medical

Automated Electronic Patient Statements Client Setup Packet

August 2023

CGMwebPRACTICE™

Fully Web-Based Practice Management Suite



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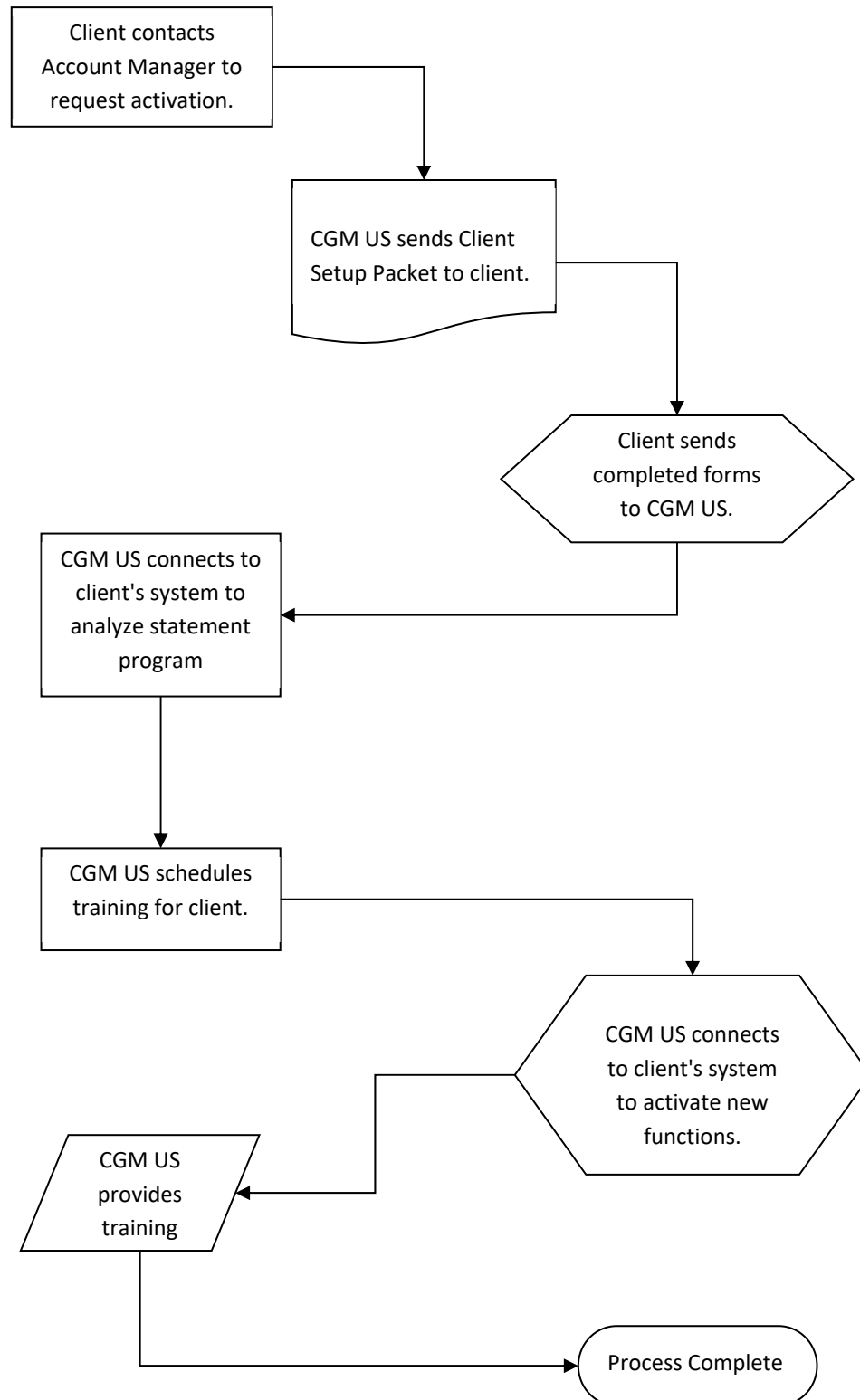
NOTICE

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CLIENT SETUP INFORMATION

Activation and Setup Process





General Practice Information

Complete the following and return the document to your Implementation Consultant. This information is required a minimum of two weeks prior to the estimated *go-live* date to ensure a smooth setup.

Practice Name	_____	Client #	_____
Address	_____	City, ST Zip	_____
Contact Person	_____	Contact Phone #	_____
Contact Email	_____	Fax #	_____

Statement Cycle Information

Database: _____

Which Statement Type do you use? 5 6

What time of day do you typically send statement files? _____

How do you currently print/send stmts? If you print for 'Select' Billing Groups, complete the statement cycle information for each Billing Group.

All Billing Groups Select Billing Groups (Billing Group Code & Name: _____)

Frequency: Daily

Weekly - Specific Day of Week (M-F) _____

Monthly - Specific Date of the Month _____

 Other: _____

From Patient: _____

Through Patient: _____

Min Balance _____

All Billing Groups Select Billing Groups (Billing Group Code & Name: _____)

Frequency: Daily

Weekly - Specific Day of Week (M-F) _____

Monthly - Specific Date of the Month _____

 Other: _____

From Patient: _____

Through Patient: _____

Min Balance _____



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