

Professional Will for

Updated:

Executor of Professional Will:

Primary: _____

Work/Cell: _____

Home: _____

Email: _____

Back-up: _____

Work/Cell: _____

Home: _____

Email: _____

Medication Coverage:

Primary: _____

Work/Cell: _____

Home: _____

Email: _____

Back-up: _____

Work/Cell: _____

Home: _____

Email: _____

Other Key Contacts (family, partners, staff, etc.):

Name: _____

Relation: _____

Work/Cell: _____

Home: _____

Email: _____

Name: _____

Relation: _____

Work/Cell: _____

Home: _____

Email: _____

Name: _____

Relation: _____

Work/Cell: _____

Home: _____

Email: _____

Name: _____

Relation: _____

Work/Cell: _____

Home: _____

Email: _____

Executor of Personal Will:

Name: _____

Work/Cell: _____

Home: _____

Email: _____

Accountant:

Name: _____

Work/Cell: _____

Home: _____

Email: _____

Location of Home/Office/File Cabinet Keys:

Example: A set of keys to my office, desk and file cabinets are in my entrance hall bureau - top middle drawer. Keys to my apartment are held by the apartment manager.

Notification Of Patients and Supervisees

Location of Schedule/how to access: *Planner, calendar, etc., including passwords if needed*

Location of patient names & telephone numbers: *Computer, contact list, phones:*

Preference for contacting patients: phone call Email Leave voicemail message:

Please change my phone voice message to read:

To access emails: *Leave instructions for computer and phone, along with location of passwords*

Patient/supervisees records:

The most recent patient records on active patients are located:

List of patients who are on medications: _____

Additional patient notes/Archived Charts: _____

Location of Supervisee Information: _____

Billing Program

Include any relevant information or contact for outside service providers:

Additional Contacts

Associations, Boards, Attorneys, Insurance providers, etc.

Name: _____
Relation: _____
Work/Cell: _____
Home: _____
Email: _____

Name: _____
Relation: _____
Work/Cell: _____
Home: _____
Email: _____

Name: _____
Relation: _____
Work/Cell: _____
Home: _____
Email: _____

Name: _____
Relation: _____
Work/Cell: _____
Home: _____
Email: _____

Notes: