

TASK	ASSUMED BY	ASSISTANCE FROM	DATE SUBMITTED	DATE F/U	DATE OBTAINED
ACCT/ BOOKKPG/FORMATION					
ACCOUNTING & OTHER					
ORGANIZATIONAL DOCUMENTATION					
EMPLOYMENT CONTRACTS					
EIN					
CHECKS					
PAYROLL SERVICE & PERIODS					
WORKING CAPITAL FUNDING					
FISCAL YEAR vs. CALENDAR					
ESTABLISHMENT OF BUDGET					
ENTITY FORMATION					
CHECKING ACCOUNT					
PAYROLL					
LINE OF CREDIT					
SIGNATURE CARD EXECUTION					
ON-SITE CHECKS					
DIRECT DEPOSIT					
FEE NEGOTIATION					
DEPOSIT SLIPS					
MC/VISA					
CARRIERS					
NOTIFICATION					
NEW APPLICATIONS					
COMPUTERS & BILLING					
HARDWARE					
SOFTWARE					
TRAINING					
COMM/MODEM - DEDICATED LINE					
SUPERBILL DEVELOPMENT & ORDERING					
MICROSOFT OFFICE					
E-MAIL					
TRAINING - PRE OPENING					
TRAINING - POST OPENING					
PREP FOR ELECTRONIC CLAIMS					
WORD PROCESSING, PC					
INSURANCE & BENEFITS					
LIABILITY					
WORKERS COMP					
HEALTH					

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RETIREMENT					
DISABILITY					
CONTINUATION					
STATE DISABILITY					
BUSINESS OWNERS POLICY					
MEDICAL EQUIPMENT/SUPPLIES					
PROVIDER CONTRACTS					
OFFICE SUPPLIES					
COPIER					
FAX					
PAPER, PENS, PENCILS, ETC					
POSTAGE MACHINE					
DESKS, CHAIRS					
DESK SUPPLIES (IN BOX, ETC)					
GARBAGE CANS					
LETTER FILING CABINETS					
REFRIGERATOR					
COFFEE POT					
KITCHEN SUPPLIES					
WATER COOLER					
COFFEE SERVICE					
WHERE TO STORE INVENTORY					
OFFICE KEYS					
LIST DESIRED FURNITURE					
SELECT VENDOR					
ORDER FURNITURE					
DELIVERY OF FURNITURE					
CLIPBOARDS					
GOWNS					
TOYS, BOOKS, GAMES					
TV MONITOR VCR, TAPES, CABLE					
TRANSCRIPTION EQUIPMENT					
TISSUES					
PAPER TOWELS					
PERSONNEL					
ORGANIZATION CHARTS					
PERSONNEL POLICY MANUAL					
PERSONNEL FOLDERS					

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EMPLOYEE FORM COMPLETION (W-4,I-9)					
JOB DESCRIPTIONS					
SALARY DECISIONS					
ADVERTISEMENTS					
STATIONERY & FILES					
LETTERHEAD					
BROCHURE					
BUSINESS CARDS					
ACCOUNTS PAYABLE DISBURSEMENTS					
APPOINTMENT BOOK					
MEDICAL HISTORY QUEST.					
PATIENT REGISTRATION FORMS					
PETTY CASH VOUCHERS					
CABINETS					
EXISTING FILES					
PRESCRIPTION PADS					
ANNOUNCEMENTS & OTHER ADV.					
SIGNS FOR RECEPTION AREA					
MAGAZINE SUBSCRIPTIONS					
INT. FORMS (SIGN-IN, DAILY REC, ETC)					
MESSAGE PADS					
TELEPHONES					
NUMBER OF LINES					
SELECT VENDOR					
ORDER SYSTEM AND LINES					
INSTALLATION OF TELE SYSTEM					
LEASE LINES					
PHONES					
SERVICES					
BEEPERS					
ISDN					
OTHER					
OFFICE PROCEDURES MANUAL					
MOVING CHARTS					
PREP FOR USE					
MEDICAL WASTE					
OSHA					
CLIA					
ANNOUNCEMENTS, AOS, PNT, LETTERS					

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DESIGN LOGO					
CLEANING SERVICE					
FILE PAPERS					
RFP FOR PENSION PLAN/SERVICES					
ENROLLMENT OF EMPLOYEES					
CHART SET UP AND FORMS					