**Names and contact details of practice staff and service providers [as at \_\_/\_\_/\_\_\_\_]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Practice staff** | | | | |
| **Name** | **Position** | **Mobile** | **Home** | **Email** |
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| **Service providers for practice** | | | | |
| **Type of provider** | **Company name** | **Account #** | **Telephone** | **Email** |
| **Professional/financial services** | | | | |
| Accountant |  |  |  |  |
| Banking services |  |  |  |  |
| Payroll service |  |  |  |  |
| Lawyer |  |  |  |  |
| MDO |  |  |  |  |
| Financial adviser |  |  |  |  |
| Superannuation funds |  |  |  |  |
| Medicare |  |  |  |  |
| AHPRA |  |  |  |  |
|  |  |  |  |  |
| **Communications and IT services** | | | | |
| Business phones |  |  |  |  |
| Mobile phone |  |  |  |  |
| Professional answering service |  |  |  |  |
| Internet services providers |  |  |  |  |
| Marketing service(s) |  |  |  |  |
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|  |  |  |  |  |
| **Type of provider** | **Company name** | **Account #** | **Telephone** | **Email** |
| **Utilities** | | | | |
| Electricity |  |  |  |  |
| Water |  |  |  |  |
| Gas |  |  |  |  |
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| **Office/building services/suppliers** | | | | |
| Building manager |  |  |  |  |
| Premises leasing body/landlord |  |  |  |  |
| Cleaning company |  |  |  |  |
| Office supplies |  |  |  |  |
| Clinical equipment suppliers |  |  |  |  |
| Photocopier provider |  |  |  |  |
| IT equipment |  |  |  |  |
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