



## Documentation

Please copy/scan the following documents and email them to [support@alignlife.com](mailto:support@alignlife.com)

### FOR ALL DOCTORS

- Chiropractic License [If you are currently in practice]
- Copy of Malpractice Insurance Policy [If you are currently in practice]
- Driver's License
- List of current leases and loans with respective terms, interest, prepay options and payoff date

### ONLY FOR DOCTORS WHO OWN THEIR OWN CLINIC

#### Finance Reports

- Last year's business tax returns
- Monthly Profit and Loss Statement for each month for the past 12 months with totals
- Balance Sheet for the last year and the current year

#### Practice Reports

- Current Fee Schedule
- EOBs of top three insurance companies showing payments for as many of the following codes as possible: 98940, 98941, 98942, 98943, 99202, 99203, 99212, 99213, 72040, 72080, 72100, 97110, 97112, 97535, 97014
- Report of current income by CPT code if the report is available in your current EMR system
- Two sample care plans with insurance verification of the Two cases (cross-out patient names)

#### Office Layout

- Schematic of Floor Plan
- Exterior Picture of Clinic (Front of building, signage, parking)
- Interior Picture of Clinic (Each room with focus on equipment, furniture and wall hangings)