**Information for Professional Executor:**

**Files, Passwords and Contacts List**

I, **<YOUR NAME>**, am providing the following information for use by my Professional Executor according to the provisions of my Professional Will, section FIFTH. Copies of this “Files, Passwords, and Contacts List” are stored with copies of my Professional Will in the following locations: one is in the possession of my professional executor; one is in the possession of my attorney; one is with my personal will; and one is with my billing department which also has a copy of professional liability insurance policy.

This list is intended to be maintained and updated as needed and to include sufficient detail to facilitate access to all relevant professional documents including patient contact information, patient records and other relevant documents, including hard copy and electronic files as well as back-up files.

This list was created/updated on: **<DATE>**.

* Office address.
* Location of keys and fob for office, alarm codes, and personal address and alarm codes.
* Current patient records filing cabinet location and key location.
* Old patient records (not in storage) and key location.
* Individuals who may be able to assist in locating/accessing keys or relevant professional documents:
	+ Name:

 Relationship:

 Address:

 Phone:

* Appointments information location and access instructions.
* Primary location for patient contact information within files.
* Offsite storage of patient records information:
	+ Company
	+ Phone
	+ Website
	+ Account #
* Billing, financial and patient contact records related to my professional practice are located at:
	+ Billing company
	+ Contact info
	+ Account #
* Bank account information.
* Professional liability insurance policy:
	+ Company:
	+ Policy Number:
	+ Phone number:
* Computer location and access information.
* Cellphone information and unlock codes.
* Email information and passwords.
* Phone and voicemail information and passwords.
* Social Media: I maintain business accounts or pages on the following social media platforms. Login instructions are included for each.
	+ **Facebook:** Username\_\_\_\_\_\_\_\_\_ Password\_\_\_\_\_\_\_\_\_
	+ **LinkedIn:** Username\_\_\_\_\_\_\_\_\_ Password\_\_\_\_\_\_\_\_\_
	+ **Twitter:** Username\_\_\_\_\_\_\_\_\_ Password \_\_\_\_\_\_\_\_\_
	+ **Instagram:** Username \_\_\_\_\_\_\_\_\_Password \_\_\_\_\_\_\_\_\_
	+ **Other:** Username \_\_\_\_\_\_\_\_\_Password\_\_\_\_\_\_\_\_\_