

CHECKLIST FOR **STARTING A NEW MEDICAL PRACTICE**



ELEVEN TO TWELVE MONTHS OUT

- Select a practice management consultant (business, operations and marketing plan)
- Select a practice attorney (business structure and contracts)
- Select a practice accountant (financial plan, budgets, monthly reports and taxes)
- Decide on a practice location (area where you will practice)
- Check deadline for yellow page advertisements

NINE TO TEN MONTHS OUT

- Establish a banking relationship (loans and lines of credit)
- Negotiate an office lease
- Establish office and medical supply vendors (specialty supplies, office set-up)
- Complete credentialing paperwork (for WA license and hospital privileges)

SEVEN TO EIGHT MONTHS OUT

- Establish a relationship with an insurance company (business and professional)
- Prepare employment policies and procedures
- Decide on employee pay and benefits

FIVE TO SIX MONTHS OUT

- Prepare and confirm an office design
- Determine needed equipment, furniture, telephone and copier systems
- Prepare to purchase office and practice supplies
- Determine and apply to insurance companies panels (include Medicare NPI & Medicaid)
- Secure a vendor for credit card payment
- Determine a medical records system

THREE TO FOUR MONTHS OUT

- Hire an office manager, determine staffing ratios and create job descriptions
- Hire employees
- Verify admitting privileges
- Establish process for billing insurance companies and patients
- Establish accounting and payroll systems
- Obtain CLIA certification (for in office lab)
- Determine applicable OSHA standards (for in office safety policies and procedures)
- Market your practice