

## Checklist for Starting a New Medical Practice

Task	Person Responsible	Target Date to Complete	Actual Date Completed	Comments
<b><i>Select Professional Advisors &amp; Set Up Legal Form of Entity</i></b>				
1. Select Accountant/CPA				
2. Select Attorney				
3. Select Banker				
4. Select Insurance Agent/Advisor				
5. Determine Legal Form of Business: Sole Proprietor, C Corp, S Corp, LLC, etc.				
6. Obtain federal tax I.D. number				
File with State, Metro, & County				
7. Open business checking account				
<b><i>Practice Location</i></b>				
1. Select date to begin practice				
2. Decide practice location				
3. Design office layout				
4. Office lease reviewed by legal counsel				
5. Execute office lease				
<b><i>Credentialing</i></b>				
1. Submit application for hospital privileges				
2. Obtain managed-care provider applications or notify of change in provider status				
3. Complete and mail managed-care provider applications or notify for existing practice				
4. Obtain state medical license				
5. Obtain federal narcotic license				
6. Obtain state narcotic license				
7. Prepare Medicare provider application				
8. Follow up and obtain Medicare provider number				
9. Obtain Medicaid provider number				

<b>Task</b>	<b>Person Responsible</b>	<b>Target Date to Complete</b>	<b>Actual Date Completed</b>	<b>Comments</b>
<b><i>Furnishings and Equipment</i></b>				
1. Prepare fixed asset acquisition schedule				
2. Select vendors				
3. Determine financing for equipment purchases				
4. Obtain medical equipment				
5. Obtain office equipment				
6. Obtain office furniture				
<b><i>Practice Financing</i></b>				
1. Prepare cash flow projection				
2. Prepare personal financial statement				
3. Arrange for bank loan if necessary				
<b><i>Billing System</i></b>				
1. Set up computer software demos				
2. Select software and finalize price; obtain bids, if applicable				
3. Finalize computer training schedule				
4. Order HCFA forms				
5. Order patient account statements				
6. Schedule testing of Medicare/Medicaid electronic billing				
7. Draft practice fee schedule				
8. Draft practice superbill and finalize				
9. Draft hospital/surgical charge ticket				
10. Draft new patient info form				
11. Select collection agency				
12. Employee CPT training meeting				
13. Physician CPT training meeting				
14. Order Medicare manual				
15. Order Medicaid manual				
16. Order CPT book				
17. Order ICD-10 book				
18. Decide on dates for billing/collection follow up visits				

<b>Task</b>	<b>Person Responsible</b>	<b>Target Date to Complete</b>	<b>Actual Date Completed</b>	<b>Comments</b>
<b><i>Personnel/Hiring</i></b>				
1. Decide on employee benefit package				
2. Place ads for new employees				
3. Review resumes				
4. Interview job candidates				
5. Make job offers				
6. Send new employee employment acceptance letter				
7. Prepare employee personnel files				
<b><i>Insurance Issues</i></b>				
1. Obtain group health insurance				
2. Obtain office liability insurance				
3. Obtain Workers Comp insurance				
4. Review life insurance for coverage adequacy. Increase coverage, if necessary				
5. Review disability coverage, if policy exists				
6. Obtain disability coverage, if necessary				
7. Obtain overhead disability				
8. Obtain employee fidelity bond coverage				
9. Obtain malpractice insurance bids				
10. Select malpractice carrier				
<b><i>Accounting Issues</i></b>				
1. Draft office policy and procedures manual				
2. Revise and finalize policy manual				
3. Employee computer training status				
4. Decide on method to pay accounts payable (manual or computer)				
5. Decide on petty cash policy				
6. Employee bank reconciliation training meeting				
7. Employee meeting to review and discuss policy manual and office operations				

<b>Task</b>	<b>Person Responsible</b>	<b>Target Date to Complete</b>	<b>Actual Date Completed</b>	<b>Comments</b>
<b>Accounting Issues (Continued)</b>				
8. Make sure all employees are adequately trained on new computer system				
9. Submit accounting/consulting proposal				
<b>Payroll Issues</b>				
1. Obtain state unemployment tax identification number				
2. Employee payroll tax deposit training meeting				
<b>Prepare to Open Office</b>				
1. Obtain medical supplies				
2. Obtain office supplies				
3. Order business cards				
4. Order office stationary				
5. Order medical record filing system				
6. Obtain office telephone number				
7. Select answering/paging service				
<b>Lab and Compliance Issues</b>				
1. Select outside reference lab				
2. Create in-house lab, if applicable				
3. Implement OSHA compliance				
4. Implement CLIA compliance if applicable				
5. Select method of appointment scheduling				
6. Order patient info booklet				
7. Order reception room periodicals				
<b>Physician Issues</b>				
1. Arrange for physician coverage				
2. Obtain membership in state medical association				
3. Obtain membership in county medical society				

<b>Task</b>	<b>Person Responsible</b>	<b>Target Date to Complete</b>	<b>Actual Date Completed</b>	<b>Comments</b>
<i>Marketing</i>				
1. Draft announcement card wording				
2. Order announcement cards				
3. Purchase office opening announcement in newspaper				
4. Mail out announcement cards				
5. Other direct mail or advertising?				
6. Draft practice marketing plan				
7. If specialist, meet with referring doctors				
8. Select list of referring doctors				
9. Select open house date				
10. Plan details of open house				