

NEW PRACTICE CHECK LIST

Financial Considerations

1. Prepare and present pro-forma financial package & obtain financing (Mini Business Plan).
2. Decide on business format.
3. Secure tax identification number (s).
4. Contract for legal services.
5. Contract for accounting services.
6. Secure business checking account (s).
7. Formulate fee schedule.
8. Contract with selected third party payors.

Facilities & Design

1. Determine space needs.
2. Locate available space.
3. Negotiate lease.
4. Attorney review lease.
5. Secure floor plan and or space plan.
6. Arrange telephone service.
7. Arrange for utilities.

Professional Considerations

1. Medical Society Membership.
2. Local specialty group memberships.
3. Secure hospital privileges.
4. Secure relief coverage.
5. Secure telephone directory listings.
6. Secure County Medical Society directory listing.
7. Have business card printed.
8. Visit referring physicians.
9. Design and printing of announcements.
10. Mail announcements.
11. Secure DEA registration.

Insurance

1. Secure agent(s).
2. Malpractice insurance.
3. Casualty Insurance.
4. Accounts receivable.
5. Office liability.
6. Non-owned auto.
7. Fidelity bonding for employees.
8. Property.

9. Umbrella liability.
10. Workman's Compensation.
11. Auto.
12. Personal property.
13. Health.
14. Disability.
15. Life.

Medical Equipment & Supplies

1. Develop list of medical equipment.
2. Submit list for bids.
3. Order equipment.
4. Check plans for equipment and special requirements.
5. Develop list of medical supplies and drugs.
6. Schedule meetings with drug reps. and secure samples.
7. Order drugs and supplies.
8. Secure clinical patient education information.
9. Oversee installation of medical equipment.

Office Equipment & Supplies

1. Develop list of office equipment and furnishings.
2. Submit list for bids.
3. Order equipment and furnishings.

4. Develop list of office supplies.
5. Price compare supply vendors.
6. Order supplies.
7. Secure service contracts on major equipment.
8. Necessary printed items:
 - a) Letterhead & envelopes
 - b) Prescription pads
 - c) Patient registration forms
 - d) Patient history forms
 - e) Patient progress sheets
 - f) Record of surgery
 - g) Medication record
 - h) Lab report forms
 - i) Patient Information Brochures
 - j) Medical records releases
9. Order medical records system:
 - a) Filing cabinets
 - b) Charts
 - c) Color Coding supplies
 - d) Purging system
 - e) Outguides
10. Secure insurance claim forms.
11. Secure magazine subscriptions for waiting room.

Personnel

1. Determine personnel needs.
2. Recruit applicants.
3. Screen applicants.
4. Interviews.
5. Check references.

6. Conduct background checks.
7. Prepare personnel policy manual.
8. Prepare job descriptions.
9. Decide pay levels.

Implementation & Installation of Systems

1. Appointment scheduling.
2. Billing System/Billing Service.
3. Internal controls.
 - a) Petty cash fund
 - b) Change fund
4. Formulate operations policies and procedures.
5. Advertising.