

New Practice Checklist

The Following checklist is designed to aid in the formation of a new practice.

FINANCIAL CONSIDERATIONS

- 1 Prepare demographic of practice location
- 2 Prepare proforma financial package
- 3 Obtain Financing
Note: Bank selected
- 4 Secure tax identification numbers
 - 1 Federal ID Number
 - 2 State ID Number
 - 3 State Unemployment ID Number
 - 4 Sales ID Number
- 5 Contract for legal services
- 6 Secure business checking accounts
- 7 Select Billing System
 - 1 In House System
 - 1 Select Hardware or ASP
 - 2 Sign maintenance responsibility software and hardware
 - 3 Software maintenance
 - 4 Hardware maintenance
 - 5 Procure
 - 1 Billing envelopes
 - 2 Return envelopes
 - 3 Other forms
 - 6 Select Electronic Clearing House
- 2 Out Source (Service Bureau)
 - 1 References
 - 2 Years in Service
 - 3 Experience in your specialty
 - 4 Financial Strength
 - 5 Bonded
- 8 Design Routing Slip/ Charge Ticket
- 9 Determine Standard Fee Schedule
- 10 Evaluate tax and legal considerations and select legal considerations and select legal entity
Note: Legal entity selected
- 11 Third Party Participation
 - 1 Medicare
 - 2 Medicaid
 - 3 BCBS
 - 4 Compile List of Others that should be explored
 - 5
 - 6

FACILITIES

- 1 Determine special needs
- 2 Locate available space
- 3 Negotiate lease
- 4 Have attorney review lease
- 5 Secure floor plan and/or space plan
- 6 Contract for telephone
- 7 Order equipment
- 8 Contract for installation of medical equipment
- 9 List of equipment
- 10 Construction progress check
- 11 Utility deposits

PROFESSIONAL CONSIDERATIONS

- 1 Medical Society membership
- 2 Local specialty group memberships
- 3 Secure hospital privileges
- 4 Secure relief coverage
- 5 Register state medical license
- 6 Secure city telephone directory listings
- 7 Secure County Medical Society listings
- 8 Visit referring physicians
- 9 Design & secure printing of announcement
- 10 Have announcements mailed
- 11 Secure D.E.A. registration

INSURANCE

- 1 Secure agent and/or company
- 2 Malpractice insurance
- 3 Fidelity bonding for employees
- 4 Casualty
- 5 Accounts receivable
- 6 Office Liability
- 7 Non-owned auto
- 8 Umbrella liability
- 9 Property
- 10 Auto
- 11 Workman's Compensation
- 12 Personal Property
- 13 Health
- 14 Disability
- 15 Life

MEDICAL EQUIPMENT & SUPPLIES

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

PERSONNEL

- 1 Determine personnel needs
- 2 Recruit applicants
- 3 Screen applicants
- 4 Interviews
- 5 Check references
- 6 Prepare personnel policies and rules
- 7 Prepare position descriptions
- 8 Implement regular staff meetings
- 9 Salary review

OFFICE EQUIPMENT & SUPPLIES

- 1 Develop list of office equipment and furnishings >Submit list for bids
- 2 Order equipment and furniture
- 3 Develop list of office supplies
- 4 Secure discount on supplies
- 5 Order supplies
- 6 Procure copier, typewriter and dictating equipment
- 7 Secure service contracts on major office equipment
- 8 Necessary printed items
 - 1 Letterhead & envelopes
 - 2 Business cards
 - 3 Prescription pads
 - 4 Patient registration forms
 - 5 Patient history forms
 - 6 Patient progress forms
 - 7 Record of surgery
 - 8 Medication records
 - 9 Lab report forms
 - 10 Patient information brochures
 - 11 Medical record releases
- 9 Order medical records systems
 - 1 Filing cabinets
 - 2 Charts
 - 3 Color coding
 - 4 Purging system
 - 5 Outguides
- 10 Secure insurance claim forms
- 11 Secure standard insurance claim forms
- 12 Secure magazine subscription for waiting room

INSTALLATION AND REVIEW OF SYSTEMS

- 1 Appointment scheduling
- 2 Billing system
 - 1 Balancing daily journal
 - 2 Numerically issued charge tickets
 - 3 Control Charges and Cash
 - 4 Deposits
- 3 Computer check-writing system
- 4 Payroll System
- 5 Internal controls
 - 1 Petty cash fund
 - 2 Change fund
- 6 Point-of-services collections
- 7 Formulate collection policies and procedures
- 8 Insurance processing system
- 9 Procedures manual
- 10 Advertising (prior to opening)

SIGNS

- 1 Desk sign
- 2 Employee name tags
- 3 Door signs
- 4 Parking signs
- 5 Outside signs
- 6 Rubber stamps (3)