

# **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 an electrical 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 office  
lab: [http://msdh.ms.gov/msdhsite/\\_static/30,0,83,602.html](http://msdh.ms.gov/msdhsite/_static/30,0,83,602.html)
- Determine applicable OSHA standards (for in office safety policies and procedures)
- Market your practice