Opening a Medical Practice Checklist

Congratulations on taking the step to opening a medical practice! Below is a checklist of information we hope you will find useful in starting your new practice.

Administrative

☐ Have you determined your business entity structure? Consider the following:
  ☐ Number of owners
  ☐ Tax and legal considerations
  ☐ Recommend speaking with a tax attorney and/or an accountant
☐ If you have one or more employees, have you contacted the Internal Revenue Service for an identification number, forms, and instructions? You will need to use form SS4 to apply for a Federal ID number.
☐ Do you have a business plan in place? Consider the following:
  ☐ Revenue assumptions (i.e. patients per day, revenue per encounter, etc.) vs. Expense Assumptions (i.e. Staff salaries, payroll taxes, bank charges, malpractice insurance, lab fees, licenses, medical supplies, utilities, etc.)
  ☐ Vision for the office in 1 year, 5 years, 10 years
☐ Do you have all your office help? Consider the following:
  ☐ Consultants: Attorney, Certified Public Accountant, etc.
  ☐ In-office staff: Medical Assistants, Registered Nurses, Nurse Practitioners, Physician Assistants, Schedulers, Receptionists, Check-in/out Staff, Phone staff, Human Resources Representative, Office Manager, Administrator, Billing/Coding Specialists, Lab Tech, Marketing Coordinator, Phlebotomist, Ultrasound Tech, Triage Staff, Administrative Assistant, Surgery Schedulers, Supervisors, etc.
  ☐ Daily schedules for staff (start and end times, lunch shifts, etc.)
  ☐ How will this look operationally/what is the staff hierarchy?
☐ Do you have Human Resources needs in place? Consider the following:
  ☐ New hire/Orientation
  ☐ Performance reviews
  ☐ Personnel files
  ☐ Sanctions Policy
  ☐ Regular staff meetings
  ☐ Compliance with labor laws
  ☐ Job descriptions
  ☐ Employee Handbook
  ☐ Employee Benefits, i.e. Medical, Dental, Vision, PTO, 401K, etc.
  ☐ Payroll
☐ Have you established a fee schedule or charge master?
☐ Have you established internal operational procedures?
☐ Have you purchased all the appropriate equipment for office needs?
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- i.e. autoclave, patient tables, patient gowns, personal protective equipment, phones and paging systems, workstations, secured filing cabinets, desks, desk chairs, waiting room furniture, etc.
  - Consider leasing vs. purchasing
- Do you have a banking institution and the appropriate accounts set up?
- Do you have a marketing plan in place?
  - Have you notified local media for publicity?
- Do you need a zoning permit for your office?
- Is there adequate parking, storage, and administrative space at the office?
- Have you established a list and relationship with referral sources?
- Have you arranged for printing of office material, such as appointment reminder cards?
- Have you arranged for printing your announcements of opening your practice?
  - Do you need assistance in mailing your announcements?
  - Contact the El Paso County Medical Society, powered by ProPractice for information about mailing services, (719) 591-2424 or epcms@epcms.org

Credentialing/Insurance Paneling

- Do you have your license to practice in Colorado?
- Do you have your narcotics registration license?
- Have you applied for a National Provider Identifier (NPI) number?
- Have you completed the credentialing process for privileges at local medical facilities (allow for at least 6-8 weeks)?
  - Contact the El Paso County Medical Society, powered by ProPractice for information about our Credentialing services, (719) 591-2424 or ccvs@epcms.org
- Have you completed Insurance Paneling? Consider the following:
  - Analyze your payer mix for a balance of commercial and government payers
  - Review of most commonly billed CPT codes
  - Contact the El Paso County Medical Society, powered by ProPractice for information about our Insurance Paneling services (719) 591-2424 or ccvs@epcms.org
- Have you contacted Medicare for an identification number?
- Have you contacted Medicaid for an identification number?

Compliance

- Have you arranged for the office to be OSHA compliant?
  - Written manual with Policies & Procedures
  - All staff training
  - Some items to consider:

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- Using EPA Registered disinfectants and sterilants for surfaces, equipment, and instruments
- Needles with safety devices
- What chemicals are used in the office, and are employees aware of the hazards?
  - Contact the El Paso County Medical Society, powered by ProPractice for information about our OSHA compliance services, (719) 591-2424 or epcms@epcms.org
- Have you arranged for the office to be HIPAA compliant?
  - Security Risk Analysis
  - Written manual with Policies & Procedures
  - All staff training
  - Confidentiality Agreements
  - Consider: Physical, Administrative, and Technical Safeguards
  - Contact the El Paso County Medical Society, powered by ProPractice for information about our HIPAA compliance services, (719) 591-2424 or epcms@epcms.org
- Do you have an Emergency Preparedness Plan in place?
  - Contact the El Paso County Medical Society, powered by ProPractice for information about our Emergency Preparedness services, (719) 591-2424 or epcms@epcms.org
- Is your new office ADA certified?
- Are you aware of your public health obligations – diseases reportable by law, etc?

Vendors/Business Partners

- Have you established a relationship with a laboratory & imaging facility?
- Have you arranged professional liability and other insurance, i.e. Worker’s Compensation?
- Have you picked out an EMR software and a billing software that are able to be integrated together?
  - Consider capabilities and technical support
- Have you arranged for a billing service, or will this be done internally?
- Have you arranged for a collection agency?
- Have you arranged for a payroll company?
- Have you contacted a shredding company?
  - How often will they pick up the secured documents?
- Have you hired either an internal or external IT Service?
- Have you hired a janitorial service?
- Have you arranged for a telephone answering service? Consider the following:
  - What hours will the service be utilized? Will the office be open during lunch?
Do you have any other questions?

The El Paso County Medical Society, powered by ProPractice will gladly help you find the answers, contact us at (719) 591-2424 or epcms@epcms.org.