



## STARTING A NEW MEDICAL PRACTICE

This checklist is designed to support you in covering the fundamentals for a practice that is safe, secure, efficient, and profitable.

### 6 – 12 months before launch

- Determine business model and entity, and set up a corporation with the help of a lawyer. Corporate setup will generate a tax ID # (TIN).
- Select a provider enrollment and credentialing partner to help manage the process.
- Establish a business address, not necessarily a permanent one. Start the credentialing process. (Consider using a specialist with knowledge about payors. It can take 4-6 months or longer to complete the credentialing process).
- Apply for a new group NPI number, DEA & state-controlled substance (if applicable) number.
- Identify clinical and office staff needs.

### 5 months before launch

- Work with partner to ensure enrollment and credentialing is underway
- Search for clinical and office staff
- Evaluate an EHR, practice management, and revenue cycle solution. (Consider a cloud-based solution to reduce costs and a vendor that's financially invested in your success).

### 4 months before launch

- Complete enrollment and credentialing with partner
- Look for office space and secure a lease.
- Develop marketing plan and online presence with a new website.

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**You have secured funding, picked a location, and built out a space for patients to receive care. Your opening is a few months away!**

### 3 months before launch

- Meet other independent clinicians in your area to create a referral/call network.
- Start acquiring equipment.
- Finalize staging decisions.
- Set up malpractice insurance.

### 2 months before launch

- Finalize your credentialing and other paperwork.
- Set up payroll, Workers' comp, and insurance.
- Meet with a tax professional.
- Get medical and office supplies.



### 1 month before launch

- Announce your practice to specialists, hospitals, pharmacists, alternative care providers, and patients.
- Publicize your new practice. (Reach out to press contacts, place announcements in local publications and online, and start a social media campaign).
- Host an open house, and provide practice brochure materials.
- **Start seeing patients!**

