



Basic Practice Set-Up

Checklist of items and task assignments consists of, but is not limited to:

- Choosing advisors
- Choosing form of corporation
- Determining startup financial needs, obtaining line of credit, opening business account, etc.
- Identifying insurance needs for practice (malpractice, building contents, employee bonding, other liability, etc.)
- Developing a proforma
- Determining site location, telephone requirements
- Choosing an IT company
- Determining what is needed for credentialing – hospital, insurance, malpractice
- Determining the best software (PM/EHR) for the providers/practice
- Determine clinical equipment needs (X-Ray, Ultrasound etc)
- Determining IT equipment needs (with IT company)
- Identifying how billing will be done and what is needed
- Determining furniture needs or how to buyout of current furniture
- Identifying the process for CLIA application
- Identifying addresses requiring change (DEA, state license, etc.)
- Developing a marketing plan and materials
- Developing of a website and other social media
- Setting your fee schedule
- Development of Employee Handbook, determine benefits, etc.
- Development of Employee Job Descriptions
- Development of HIPAA Privacy and Security manuals, policies and procedures
- Development of OSHA manual
- Determining what policies and procedures are required
- How to write policies, procedures and instruct staff
- Coping with HIPAA requirements
- Determining what is required for OSHA
- Determining building / suite signage needs
- Obtaining patient records from previous provider (patient release and authorization)
- Review of various office forms, content and structure
- Determining a credit card merchant for patient payments
- Determining clinical and clerical supply requirements

Many of the services identified above can be provided by Grand Management Group