



AAO New Physicians in Practice New Practice Checklist

Licensing, legal documentation

- State Medical License
- NPI
- DEA
- Malpractice Insurance
- Create a plan to maintain your board certification
- Comply with all federal and state laws, rules, regulations
- Create a HIPAA compliance plan
- Order prescription pads

Business

- Develop business plan
 - Target market & size, patient population
- Consult Advisors
 - Legal
 - Business/CPA
- Determine type of business entity
- Obtain an Employer Identification Number (EIN)
- Choose a location for your office
- Develop marketing strategy
- Create a plan to attract referrals
- Establish a business bank account, credit card, electronic banking
- Obtain financing
- Determine Practice Model
 - Insurance-based: Complete applications for managed care plans, including Medicare, state managed Medicaid, or other major carriers in the region.
 - Cash-based
- Develop a fee schedule
- Choose a health records: electronic (EHR) vs. paper
- Determine method of billing for services, billing software, electronic transfer...
- Obtain disability insurance
- Obtain adequate telephone services and have numbers listed in local white/yellow pages
- Business/office supplies: Signage for practice, business cards, letterhead, name/address/phone stamps or labels
- Hire employees, develop job descriptions, job applications, agreements/contracts
- Write practice policies and procedures