

How to Assist a Physician in Starting Up a Practice

1. A checklist of activities and time schedule for the physician to follow.
2. A budget of revenue and expenses for the practice the first year based on practice management data.
3. A list of recommended resources for services and products.
4. Instructions to obtain a provider number and participation with Medicare/Medicaid.
5. A guide for medical office equipment and supply needs with projected costs.
6. Sources of manual medical office bookkeeping systems.
7. Sources of medical office computer systems - hardware and software.
8. Practice management benchmark resources and financial goals for the practice.
9. Assistance in the design of a billing/encounter form.
10. Written policies and procedures manual for the office.
11. Listing of HMO/PPO/IPA plans for participation consideration.
12. Examples of essential business and medical record forms.
13. Resources for hiring medical office employees.
14. A list of essential publications (code manuals, clinical reference books, fee schedule) for the medical office.
15. Information to assist in establishing a practice fee schedule.
16. Medical office design service or consultation (if new location or renovation).
17. Marketing plan. (activities beyond business cards, announcements and news releases.)
18. Resources for HIPAA, Medicare, OSHA, and CLIA compliance.
19. Assistance in credentialing.

20. Electronic Medical Records.

Products related to this topic on website www.practicesupport.com include:

- [Physician Practice Start-up Guide – Navigating thru the Business Steps](#)
- [Practice Success Start-up Package](#)
- [Adding a New Physician: A Guide for Managers, Doctors & Recruiters](#)
- [Beginning Your Practice with a Medical Group: A Guide for the New Physician](#)