



Practice Start-Up Package

Starting up a practice is ideally performed at least seven to nine months in advance of the start date, but, the earlier the better. Some practices even come to us months *after* starting up! It involves meetings with the providers/owners and making as many decisions as possible regarding practice start-up and operations. The one-day consultation on starting up a practice can be at any location you choose. If you have no private-practice experience and are starting from scratch, we can do it all for you. If you have some private practice experience or have a lot of preparation already completed, it could be that you will not need us six months in advance. Every practice set up is customized to the needs of the client.

What Does The Practice Start-Up Package Include?

Once your contract is signed our work includes but not limited to:

- A 100+ point checklist and calendar of pre-start-up activities are prepared and reviewed in detail. The doctor is referred for business loans, if needed, to help with the business plan (easy-qualifying loans available to \$250,000). The check list points are broken into categories of:
 - ✓ Facilities/Operational Issues
 - ✓ Financial Issues
 - ✓ Employee Issues
 - ✓ Marketing and Business Development
 - ✓ Billing
 - ✓ Supplies, Office/Medical Equipment
- Preliminary marketing strategies are discussed and planned in addition to fee setting, super-bill creation, practice budget, and tax/legal requirements
- Customization of:
 - Templates
 - Employee handbook
 - Office brochure
 - Financial policies
 - General ledger/accounting
- Selection of:
 - Staffing and hiring;
 - Billing and collections;
 - Computer and/or billing service
- We are available by phone, email, or visit for further support.