

Starting a Medical Practice:

A Checklist for Success

Starting a medical practice involves many steps, from legal compliance to patient acquisition. Use this checklist to ensure you're covering all the essential aspects of launching your practice successfully. This checklist is for informational purposes only and does not constitute as legal advice.



Activities



Choose the Right Medical Practice Model

- Ownership Structure:
 - Solo Practice or Partner or Group Practice?
- Revenue Model:
 - Cash-pay, Insurance, Membership or Hybrid Model?



Develop a Business Plan

- Define your specialty and target patient demographic
- Estimate startup costs and identify funding sources
- Set revenue goals and financial projections
- Outline marketing and patient acquisition strategies
- Plan technology and operational workflows



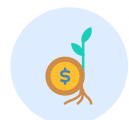
Handle Licensing, Credentialing, and Legal Requirements

- Register your business (e.g., LLC, S-corp)
- Obtain medical licenses and credentials
- Ensure HIPAA compliance and implement security measures
- Secure malpractice and cybersecurity insurance
- Comply with Meaningful Use Standards for EMRs



Secure Funding and Manage Finances

- Explore funding options (loans, investors, grants, savings)
- Budget for office space, equipment, staff, and technology
- Implement accounting and revenue cycle management systems



Choose the Right Location and Office Setup (If In-Person Practice)

- Research demand and competition in your area
- Assess office space size, lease terms, and accessibility
- Consider sharing space with an existing practice to reduce costs
- Furnish with essential medical equipment and waiting areas



Invest in an EMR and Practice Management System

- Implement a system for patient scheduling and online booking
- Use an EMR for medical charting and documentation
- Ensure integrated eRx and lab ordering
- Set up payment and insurance billing processing
- Secure HIPAA-compliant communication for patient engagement



Build a Strong Marketing and Patient Acquisition Strategy

- Create a professional website with online booking
- Optimize for local SEO to improve search rankings
- Engage with patients through social media
- Develop referral programs and partnerships with local providers
- List your practice in online directories
- Gather reviews from existing patients and post on your site



Establish Patient-Centric Workflows

- Minimize wait times with efficient scheduling
- Offer an online patient portal for easy record access
- Provide multiple communication channels (text, email, phone)
- Automate appointment reminders and follow-ups



Ensure Legal and Financial Compliance

- Track package usage and expiration to maintain accurate financial records
- Define refund, cancellation, and expiration policies clearly
- Maintain signed agreements and proper documentation to protect against disputes

