

## How does your Practice Start-up Assistance Rate?

(Answer Yes or No)

The following assistance is provided for a physician starting 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 for the specific physician specialty?
3. A list of recommended resources for services and products?
4. Instructions to obtain a provider number and participation with Medicare/Medicaid?
5. A guideline for medical office equipment and supply purchases with the ranges of reasonable costs?
6. Sources of medical office patient information systems?
7. Sources of medical office computer systems and software?
8. Practice management indicators and benchmarks with financial goals for the practice?
9. Assistance in the design of a billing/encounter form that has proper codes?
10. Written policies and procedures manual for the office?
11. Information on contacting health care plans for participation consideration?
12. Source for obtaining essential business and medical forms and supplies?
13. Information or resources to determine staffing needs and employee wages plus hiring and training employees?
14. A list of essential billing and coding reference materials for the medical office?
15. Information to assist in establishing a practice fee schedule?
16. Medical office design service or consultation? (if new location)
17. Reference materials or consultation on Medicare Compliance, HIPPA, CLIA, OSHA?
18. Marketing plan for first year in practice (activities beyond business cards, announcements and news releases)

If your yes answers total 12 or more, your start-up assistance to a physician is good.

If your yes answers total 7 - 11, your assistance is minimal.

If your yes answers total 6 or less, your assistance is very limited.

Publications related to this topic on website [www.practicesupport.com](http://www.practicesupport.com) include:

[Physician Practice Start-up Guide](#)  
[Adding a New Physician](#)

[Practice Success Start-up Kit](#)  
[Beginning Your Practice](#)  
[Assist-a-Doc Tools](#)

