

New Clinic Start-Up Checklist



There is a lot to think about when you choose to start your own medical practice. Use this checklist to help make sure you've covered all the right bases.

Office Selection & Setup

- Location Selection
 - Consider space needed for TMS system and private consultations
- Sign Building Lease (review with attorney)
- Space/Build Out
 - Obtain Permit if applicable
- Obtain Certificate of Occupancy
 - Fire Inspection
 - Safety Inspection
 - City Inspections
- Purchase Furnishings/Supplies
- Set Office Hours
- Determine Name & Purchase Signage
 - Private Practice Name, TMS Clinic Name
- Acquire Tax ID, NPI, DEA, & State Controlled Substance (if applicable) Numbers
- Obtain Bank Account(s)
- Get Credentialed with Provider Networks
- Obtain Sales Tax Certificate (depending on state requirements)
- Determine Office Overhead
- Accounting Firm/Software Selection
- Survey of Insurance Fees
- Develop Fee-for-Service Schedule
- Establish Patient Financial Policy

Administrative Setup

- Determine Legal Structure (discuss with attorney or accountant)
- Obtain Business License(s)
- Insurance:
 - Office Liability
 - Employee Fidelity Bond
 - Umbrella Policy
 - Workers Compensation
 - Health/Disability/Life if applicable
 - Malpractice (rates vary by location)
- Policies/Procedures/Protocols Manual(s)
- Develop Employee Orientation Manual
- Hospital Privileges if applicable
- Determine Covering Physician

Business Planning

- Formulate Business Plan
- Marketing Plan
- Financial Plan/Budget
- Strategic Plan/Goal Setting

TMS Clinic Planning

- Obtain TMS Certification
- Determine if Separate EIN
- Make TMS System Selection
- Consult with TMS Experts for Billing, Prior Authorization, Fee Schedule, and Credentialing Services

