Checklist for OMS Practice Start Up

Following is an outline to be used as a "checklist" for oral and maxillofacial surgeons starting their practice. Please contact our Practice Management Department at (800) 822-6637 for questions or additional assistance with the items discussed. While this guideline attempts to provide a comprehensive view of the issues to be addressed when starting or opening a practice, it does not replace the use of professional consultants, accountants and lawyers for counsel. Please consult your local state board regarding professional ethics, regulations and codes of conduct. For helpful products as you start your practice, please visit www.aaomsstore.com.

A. INITIAL ASSESSMENT

☐ Determine Site selection and Demographics: location/area, population statistics, size of dental or referral population, current and future competition, percentage of market penetration, managed care penetration and Medicare/Medicaid or public aid population

☐ Decide on Business Organizational Structure: solo practice, associateship, buy-out of existing practice, incorporation, independent contractor, hospital employee (obtaining hospital privileges and credentialing process)

☐ Discuss Tax Considerations: determination of fiscal year end, setting-up of business accounts, licenses, federal, state and local (if applicable) tax accounts

☐ Obtain Licensure and Credentialing: Federal, state and local professional, controlled substances, business license requirements and anesthesia permits (when applicable), hospital privileges, state dental and specialty licensure

☐ Retain Insurance – malpractice/personal liability, property and business insurance, disability insurance, workers compensation, health care)

B. NECESSARY CONSULTANTS

☐ Accountants

☐ Legal Counsel

☐ Other Management Consultant

☐ Architects or Interior Designers

C. OFFICE DESIGN and LAY-OUT

☐ Physical location of practice: frontage, square footage and size of clinic, floor level, accessibility to handicapped, parking availability, office lease/purchase negotiation, back door provisions, public traffic, property tax assessment

☐ Patient flow schematic, ergonomic

☐ Number of operatories/treatment and recovery rooms and size of each room

☐ Federal Register compliance

☐ Occupational Safety and Health Administration (OSHA), local building and fire prevention code compliance (National Fire Protection Association (NFPA); Life Safety Codes (LSC); International Code Council (ICC)

☐ Americans with Disabilities Act Accessibility Guidelines (ADAAG) compliance; American National Standards Institute (ANSI)

☐ Common area maintenance (CAM)

☐ Electrical, Plumbing, Heating, and Phone Equipment wiring

☐ Physical lay-out of equipment, anesthesia and surgical equipment, monitors, instrumentation and surgical trays

☐ Office furnishings /lay-out:
Checklist for OMS Practice Start Up

- cabinets, drawers and closets
- storage areas - supplies, files and other records
- floor covering / carpeting
- clinic, reception and computer furniture

- NOTE: Additional regulations may apply to specific standards for Office Accreditation
- Verify specific state or local laws, ordinances, codes or regulations.

D. EQUIPMENT and SUPPLIES
- Purchase of new / used equipment
  - financing and leasing options
  - financial and tax Implications
- Selection of x-ray, surgical instrumentation, anesthesia and sterilization equipment
- Emergency equipment and trays
- Maintenance Costs and Maintenance Contracts
- Selection of computer equipment, clinical and practice management software, electronic medical record (EMR); number of terminals / system users; training, maintenance and support costs
- List of office equipment and supplies and contact local vendors

E. CAPITALIZATION and FINANCING
- Available on-hand capital
- Loan /lines of credit available
  - business financing pros and cons
  - loan qualification and business plan development
  - leasing pros and cons

F. STAFFING and PERSONNEL
- Federal and state regulations and certification requirements for clinical staff
- Professional licensing and credentialing for clinical staff
- Employee Administration
  - creation, documentation and implementation of employee office policy manuals
  - definition of job descriptions and qualifications staff selection and training
  - OSHA training for clinical staff (including required vaccinations)
  - first-aid and emergency protocol staff training
  - computer and administrative training
  - employee record-keeping
  - Federal and state employment laws - set-up of withholdings and tax accounts
  - benefits/ salary determination

G. BUSINESS/OFFICE ADMINISTRATION
- Logo and name selection
- Office hours and availability of doctors/staff
- Set-up of bank accounts and credit card payment acceptance
Checklist for OMS Practice Start Up

☐ Development of office policies and office policy manual
☐ Determine and setting fee schedules - use of fee surveys or fee analyzers
☐ Insurance plan acceptance e.g. DENTAL / Health Maintenance Organization (HMO)/Preferred Provider Organization (PPO)/regular indemnity plans, Health Savings Accounts (HSA) or Health Reimbursement Arrangements (HRA)
☐ Standard forms to be used - appointment scheduling, patient history forms, clinical charting, progress notes, consent forms, financial arrangements, collections and collection policies, correspondences and other patient communication forms
☐ Record-keeping requirements and policies
☐ Business tracking and monitoring
  □ production, collection and scheduling report
  □ patient tracking and recall
☐ Financial and bookkeeping systems - development of chart of accounts, selection of accounting system and method
☐ Hardware and software selection

H. PATIENT CARE
☐ Defining patient parameters of care
☐ Standards and system for patient communication / education
☐ Treatment planning and presentation
☐ Legal responsibilities to patients - confidentiality, provision of records, "patient abandonment"
☐ Quality assurance

I. ADVERTISING, MARKETING and PRACTICE-BUILDING
☐ Joining the Local Chamber of Commerce or other civic and social organizations
☐ Use of practice brochures and patient educational pamphlets
☐ Direct mail marketing
☐ General dentist and other referring doctors
☐ Patient referrals
☐ Managed care contracting
☐ Other

J. COMPLIANCE WITH REGULATORY AGENCIES
☐ Centers for Disease Control (CDC)
☐ Centers for Medicare and Medicaid Services (CMS)
☐ Drug Enforcement Agency (DEA)
☐ Environmental Protection Agency (EPA)
☐ Food and Drug Administration (FDA)
☐ Federal Trade Commission(FTC)-RED FLAG RULES
☐ Health Insurance Portability and Accountability Act (HIPAA)
☐ Occupational Safety and Health Administration (OSHA)
☐ Office of Inspector General (OIG)