

## Medical Practice Checklist

### Select Consultants

- ◆ Accounting and Tax including Bookkeeping
- ◆ Legal
- ◆ Business Coach/Advisor
- ◆ IT
- ◆ Marketing
- ◆ HR and Recruitment
- ◆ Architect/Interior Design

### Structure

- ◆ Company constitution and establishment, Trust Deeds, Partnership Agreements
- ◆ Shareholder Agreement, Unit Holders Agreement
- ◆ Service Agreements

### Legal

- ◆ Register IP or Trademarks
- ◆ Contracts, Standard employment contracts, Confidentiality agreements
- ◆ Third Party Consultancy Agreements and Service Agreements

### Premises

- ◆ Rent or Buy: Commercial and building
- ◆ Lease: Landholding and trade/ service entities
- ◆ Lease: Renting
- ◆ Medical fit out experts
- ◆ Valuations
- ◆ Property acquisitions: buyer's agent/ tenant representative
- ◆ Development partners
- ◆ Sessional rooms

### Finance

- ◆ Premises purchase
- ◆ Line of Credit
- ◆ Lease or Hire Purchase Agreements/Reviews

### Registrations

- ◆ TFN
- ◆ ABN
- ◆ GST
- ◆ PAYGW
- ◆ WorkCover
- ◆ SuperStream
- ◆ Payroll Tax

### Suppliers

- ◆ Phone
- ◆ Utilities
- ◆ Internet
- ◆ Cleaning
- ◆ Medical Supplies
- ◆ IT Support
- ◆ Printing and Stationery
- ◆ Contract Reviews

### Medicare and Health Fund Registrations

- ◆ Obtain provider and prescriber numbers
- ◆ HICAPS if offering allied health services

### Revenue Management

- ◆ Bank Accounts
- ◆ Payment Systems (EFTPOS and other terminals)
- ◆ Eclipse for Medicare payment
- ◆ Practice Management software for POS Billing Module

### Marketing

- ◆ Register your domain name/s
- ◆ Website
- ◆ Register your social media platforms in your name (even if you don't intend to use them, be sure you own them)
- ◆ Signage: Practice signage and in-practice directional signage

### Information Technology

- ◆ Hardware: desktop PCs, laptops, tablets, printers, scanners, fax, webcam, data projector, phone systems, data cabling
- ◆ Booking Systems
- ◆ Practice Management and other Software
- ◆ Storage and security of Patient information
- ◆ Contracts/Contract Reviews
- ◆ GDPR and Privacy Law

### Accounting Software

- ◆ XERO

### Insurance

- ◆ Business Interruption
- ◆ Professional Indemnity
- ◆ Public Liability
- ◆ Equipment
- ◆ Life / Key Person
- ◆ Practice
- ◆ WorkCover

### Staffing Requirements

- ◆ Practice Manager, Nurses & Receptionist
- ◆ Staffing Forecast
- ◆ Recruitment Plan
- ◆ Rostering Software
- ◆ Policies and Procedures
- ◆ Flexible staffing arrangements
- ◆ Billing

### Allied Health Services

- ◆ Pharmaceutical
- ◆ Pathology
- ◆ Imaging
- ◆ Physiotherapy
- ◆ Pain management