



## NEW PRACTICE START-UP

Opening a new practice can be a very challenging undertaking for any physician. In addition to offering excellent healthcare to your patients, you must find a desirable location, hire professional staff, offer exceptional customer service and oversee the details of managed care contracting, credentialing and smooth billing processes.

Our team of consultants has the experience and knowledge to help negotiate the steps needed to start a new practice.

### Opening Your Practice

- What do I need to do to open my practice?
- Where should I locate the office?
- How many staff members will I need?

Example:

#### 18-24 Weeks

- Determine practice location
- Determine fee schedule
- Submit credentialing applications
- Prepare estimated budget

#### 12-16 Weeks

- Begin managed care contracting process with payors
- Develop patient brochure
- Select office equipment
- Prepare for OSHA, HIPAA and other compliance issues



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### Managed Care Contracting and Credentialing

- How do I complete the credentialing process? What is CAQH?
- How do I develop a fee schedule for my practice? Which payors should we work with in our practice?
- How will I be able to compare reimbursements and make informed decisions?

Example:

New Practice Start-Up Managed Care Contracting Negotiation Tool								
CPT Code	Description	Medicare 2005 RBRVS Value	Practice Billed Charge	% RBRVS	Managed Care Proposed Allowable	% RBRVS	Practice Counter-Response	% RBRVS
99201	Office/outpatient visit, new	\$34.96	\$72.00	206%	\$42.75	122%	\$52.44	150%
99202	Office/outpatient visit, new	\$62.26	\$130.00	209%	\$66.81	107%	\$93.38	150%
99203	Office/outpatient visit, new	\$92.58	\$188.00	203%	\$93.79	101%	\$138.87	150%
99212	Office/outpatient visit, est	\$36.71	\$74.00	202%	\$36.28	99%	\$55.07	150%
99213	Office/outpatient visit, est	\$50.31	\$102.00	203%	\$50.02	99%	\$75.46	150%

We know that the managed care contracting and credentialing portion of a new practice start-up is the most time intensive. Our consultants are seasoned professionals with years of experience in completing the CAQH process for credentialing that many payors require.

**Selection of Practice Management Software**

- Which PMS will work best for my practice?
- What about electronic medical records?

We can assist you in researching the available systems and setting up product demonstrations for your review. We also offer assistance in product selection and rate negotiation with vendors.

**We Will Keep You Informed**

Practice start-up can be an overwhelming process—so our consultants can work with you to help manage the entire process while keeping you informed. We will utilize verbal and written communication to keep you posted throughout the project.

Example:

Task Assignment	Date Assigned	Person	Notes	Date Due	Complete
<b>Contracts</b>					
Practice/Building Lease					
Physician Employment Agreement/Contract					
Managed Care Contracts, PPO and HMO					
Medicare Provider Contract and Number					
Medicaid Provider Contract and Number					

Our focus is offering you the services necessary to start or transition your practice in an organized and efficient manner.

**Contact us.**

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