STARTING A PRACTICE

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WHAT FIRST?

- Autonomous Practice License
 - Identify a need
 - Have a vision
 - Find a mentor/resource
 - PMHS exam

STEPS TO MAKING IT HAPPEN

Domain name – need to have a web presence

Determine business model

- In person/telehealth
- Option to expand
- FT/PT (low volume)
- Insurance or FFS
- Clinical only or Clinical and Educational
- Group appointment option

NEXT STEPS...

- Timeline
- State Corporation Commission

 (business type depends on vision)
 PLLC
- EIN
- Legal Consultation state laws, consent forms, HIPAA, education vs. clinical, no surprise billing statement
- Bankaccount

FUNCTIONALITY OF PRACTICE

Space	EMR
Website	Encrypted email
Malpractice	Logo

Codes/Fee Schedule

MORE STEPS....

DEA, PMP Aware

CAQH Proview

Prescription pads

Educational materials

Social media presence

Marketing to local pediatricians and counselors

VMAP resource

FINANCIALS

- Accounting CPA consultation
 - Online accounting WAVE (free),
 QuickBooks (\$)
 - Business expenses rent, insurance, EMR, office materials, home office space (% sq ft) if providing telehealth, Continuing education, professional expenses, gas, marketing materials
 - EMR direct billing (minus CC fee)



HONOR THE PROFESSION

- Nurse Practitioner role –value, merit, professionalism, reputation, lead by example, establish how your practice can be a valuable resource
- Skill set expansion PESI, REACH Institute, KySS
- Network with pediatricians, counselors, psychologists and psychiatrists
- Prioritize connection with patients and families as word of mouth will be a great asset
- Transparency of scope of practice

NEW PATIENT PROCESS

- Intake call (10-15 min), get brief history, tell your story, disclose fees and payment process
- Schedule new patient appointment (60 min) if parents divorced, need shared agreement on file and both parents need to complete consent forms
- Send intake forms from EMR and screening tools from business email
- First visit parent and child/teen together initially to gather more detailed history (FHx, PMHx, dev, diet, sleep, family dynamics, education concerns, sensory issues, friends, screen time and house rules, discipline style, faith/culture). Followed by individual time. Complete visit with parent if indicated to discuss plan.
- Follow up 1-4 weeks depending on need.

