

The Basics Checklist

1. Make sure license is in good standing
2. Decide business structure
3. Develop Business Plan
4. Obtain Malpractice Insurance
 - At least 1 million/3million (the requirement to be credentialed with insurance)
5. Obtain NPI number
 - Website <https://nppes.cms.hhs.gov/#/>
6. Obtain EIN
 - IRS website <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
7. Locate Office Space
 - Website for USPS for PO Box <https://www.usps.com/manage/po-boxes.htm>
8. Obtain business license in county where office is located
9. Phone System/fax
10. Find email and company to host website
11. Sign up for Practice Management System (EHR)

