



MEDICAL PRACTICE CHECKLIST

Select Consultants

- Accounting and Tax
- Legal
- IT
- Business Coach/Advisor
- Marketing
- HR
- Architect/Interior Design

Structure

- Establish most appropriate structure
- Company constitution and establishment, Trust Deeds, Partnership Agreements
- Set up entities
- Register business name

Premises

- Rent or buy
- Confirm medical zoning and building
- Lease - Renting, Landholding and trade/service entities

Finance

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

Legal

- Register IP or Trademarks
- Contracts, such as standard employment contracts, and confidentiality agreements

Accounting & Tax Compliance Advice

- BAS & IAS Lodgements
- Superannuation
- Bookkeeping
- Tax Advice and Planning
- Payroll
- Business Planning
- Corporate Secretarial

Registrations

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

Insurance

- Business
- Professional Indemnity
- Public Liability
- Equipment

Accounting Software

- XERO

Revenue Management

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

Medicare & Health Fund Registrations

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

IT

- Hardware: desktop PCs, laptops, tablets, printers, scanners, fax, webcam, data projector, phone system, data cabling
- Software and Practice Management Software
- Storage and security of patient information

Staffing Requirements

- Practice Manager, Nurses & Receptionist
- Staffing Forecast
- Recruitment Plan
- Rostering Software
- Policies and Procedures

Marketing

- Register your domain name/s
- 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