Practice Launching Checklist

☐	Write a description of your practice's client focus.
☐	Write your practice mission statement.
☐	Create required client paperwork.
☐	Decide on your scheduled office hours.
☐	Create a list of practice policies.
☐	Get a clinical supervisor or consultation group.
☐	Make a list of 5 private practitioners you can turn to for support.
☐	Get a custodian of record.
☐	File all required legal documents (licensing board, business license, etc.)
☐	Get an NPI and EIN or update as needed.
☐	Create an "In Case of Emergency" folder.
☐	Get a book keeper or set up book keeping software.
☐	Get a business checking account.
☐	Set your fee, sliding scale, and discount schedule if applicable.
☐	Create a budget
☐	Create a marketing plan.
☐	Secure a practice space.
☐	Purchase materials, supplies and furniture as needed.
☐	Set up your systems (email, phone, billing, etc.)
☐	Launch a website.