AVOIDING PITFALLS WHEN OPENING A NEW PRACTICE:

A STEP BY STEP GUIDE FOR STARTING YOUR MEDICAL PRACTICE SUCCESSFULLY

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A Harris Healthcare Company

STEP 1: WHERE TO BEGIN / CHOOSE AN EMR WISELY

You are looking to open your new medical practice, but don't know where to begin. You have your office space picked out, and now you need to set it all up. But where to start? First, you should decide on an EMR (Electronic Medical Record) to run your practice. There are numerous things to think about when looking. You want something that is not too expensive, as you are trying to build your revenue stream and not go broke in the process. You also need software that will grow as you grow. Finally, you want something easy to learn and use. As you already are heavily involved in starting a new business, you don't want to get bogged down with a difficult EMR startup.

- Cost Effective
- Expandable
- Easy to Lean
- Easy to Use

There are many EMRs on the market, but only a handful that are developed for small to mid-level practices. You should schedule a demonstration of the software to make sure it meets your needs. When choosing one, please consider the following:

- Do they offer a free trial?
- Do they offer some free training?
- Do they have implementation specialists familiar with new practice startup? Do they offer Practice Management software or billing options?

"After using other EHR programs in a group practice, I opened a solo practice in 2012 and have used Amazing Charts since the beginning. It has been a reliable, user friendly, intuitive EHR from the start. Although I initially had doubts about how effective a remote tech support would be, those fears were immediately dispelled...beginning with installation."

— Mary Oot, Nurse Practitioner East Syracuse, New York

STEP 2: DETERMINE YOUR NEEDS

Once you have started working with a salesperson from an EMR company, ask them if you can speak to an implementation specialist regarding getting started. Usually this person can help as a consultant to help you create a plan on running the practice and ensure don't overspend on services or hardware you do not need. There are several things to consider as you startup.

- How will you be billing (insurance vs. cash based / fee for service)?
- Will you employ a medical biller or use an outside service?
- Will you need a cloud based EMR or do you prefer office hosted?
- What kind of hardware / tools will your new practice need?

How Will You Handle Billing?
One of the biggest considerations when starting your new medical practice is how you will be paid. Some business owners prefer to start with a "Cash Pay" option, where your patients pay for each visit as they come in. Others choose to hire an internal biller who manages payments through a practice management software. Many choose to use an outside billing service to manage claims. Have a conversation with your implementation specialist to determine which option is best for you and your practice.

How Will You Host Your Data?
Another item to consider is how best to host your software. Many practices are moving to cloud based or cloud hosted EMRS. Others are sticking with the conventional "Office Hosted" option, where your database is stored on your practice's main computer or server. Again, please discuss what option is best for you with your implementation specialist. They will help you determine what option will be right for you, as well as what hardware would be required to make your office run smoothly. It is very important to know what software and tools you will be using in your office prior to purchasing hardware so you do not overspend, or buy equipment that is not suitable for your needs.

STEP 3: OPENING YOUR PRACTICE

Now that you have chosen your EMR, determined your billing option, established what tools / hardware and additional software you need, now it is time to put it all together. You may decide to hire an IT person to set up your computers and network for you, or maybe you can set up your computers yourself, and have your ISP (Internet Service Provider) configure your network for you. Then you can reach out to your EMR sales executive and implementation specialist to set up and install your software package(s). You should schedule your new staff people to come in and work with your implementation person to get you and the staff trained and ready to go. Some EMRs offer some free training options (webinars, videos, etc.), and others may offer paid training options (onsite or remote) as well. Once all of your equipment is installed, and you and your staff are trained, you are ready to open.

Please allow us to be the first to congratulate you on opening your new practice! If you need any assistance with starting up, please contact us. We have Implementation Specialists / Consultants that will be happy to help.

AMAZING CHARTS – AFFORDABLE SOLUTIONS FOR GROUP PRACTICES

Amazing Charts, a Harris Healthcare Company, is a software developer in the small group practice vertical with products that include Practice Management software for patient records, scheduling, billing and claims submission and Electronic Medical Records which house the patient visit, medications, diagnosis, and allergies information. We also offer multiple add-on options for better patient care such as CQM, Patient Notification, Patient Payment Options, CCM, Patient Engagement and Patient Care Gaps software.

Our company provides self-directed training, personalized training, online webinars and in-depth Customer Support for all aspects of program implementation and utilization. Look for regional educational/user conferences to help users realize maximum user results from all the Amazing Charts products.

We offer a range of solutions for any practice regardless of size, specialty or budget. We offer a low cost – easy to use basic option as well as multifaceted systems to manage all the components of your office structure.

We're here to help every step of the way, so don't fear the process! Reach out to get started now.