

## Optimum Timetable for Starting a Practice

Beginning practice requires planning and organization. Using this timetable, you can fill in dates and note the parties responsible for the designated actions. Such forethought helps to assure that the opening of your office will proceed smoothly.

9 months to 1 year before beginning practice                      Date: \_\_\_\_\_

6 months to 9 months before beginning practice                      Date: \_\_\_\_\_

3 months to 6 months before beginning practice                      Date: \_\_\_\_\_

2 months to 3 months before beginning practice                      Date: \_\_\_\_\_

1 month before beginning practice                      Date: \_\_\_\_\_

Opening Day                      Date: \_\_\_\_\_



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9. Check on membership for:

Local dental society

State dental society

American Dental Association

Specialty Association

10. Obtain and compare contracts from practice you are considering joining.

11. Begin to calculate your net worth in terms of capital available for moving, associateship or start-up costs.

12. Reserve office phone number, if possible.

13. Determine the printing date for the telephone book. List your name in both white and yellow pages. Research website designers and hosting companies in the area.

14. Visit banks and begin "shopping" for a credit line or long term loan. Obtain forms for personal financial statements and loan applications, and meet loan officers to determine what information the bank needs to evaluate your application.

15. Draw up an income/expenditure projection for first year of practice. Talk with several bankers about loans and submit applications.



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11. Obtain narcotic license:

Federal: Application for registration available through the Department of Justice, Drug Enforcement Administration.  
: [www.dea.gov](http://www.dea.gov)

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12. Inform the state dental licensing board of your new address.





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|-------|-------|--|
| _____ | _____ | 12. Apply for your Federal Employer Identification Number through your local Internal Revenue Service (IRS) office, (SS-4 Form).   |
| _____ | _____ | 13. Apply for your State Employer Identification Number through your state office/labor department.  |
| _____ | _____ | 14. Obtain "Small Business Tax Guide" and your federal estimated income tax forms through your local IRS office or attend small business tax seminar at your local IRS office. |
| _____ | _____ | 15. Obtain state estimated income tax forms through your state tax office or from your accountant.   |
| _____ | _____ | 16. Hire a payroll service or seek training about preparing payroll and records, etc.  |
| _____ | _____ | 17. Review tax requirements with your accountant.  |
| _____ | _____ | 18. If needed arrange:   |
| _____ | _____ | Janitorial service   |
| _____ | _____ | Laundry service  |
| _____ | _____ | Lawn maintenance   |
| _____ | _____ | Snow removal   |
| _____ | _____ | 19. Order clinical supplies and set up inventory control system.   |
| _____ | _____ | 20. Order formal announcements.  |
| _____ | _____ | 21. Order business supplies:   |
| _____ | _____ | Patient records  |
| _____ | _____ | Appointment cards  |
| _____ | _____ | Business cards   |
| _____ | _____ | Patient recall cards at <a href="http://www.practicon.com">www.practicon.com</a>   |
| _____ | _____ | Stationery and envelopes. Use your logo on all printed materials.  |
| _____ | _____ | Deposit stamp for checks   |
| _____ | _____ | Prescription pads  |
| _____ | _____ | Preprinted telephone message pads.   |
| _____ | _____ | Practice brochure  |
| _____ | _____ | CDT insurance code book. Available from Praticon at 800-959-9505 or order online at <a href="http://www.practicon.com">www.practicon.com</a> .                                 |



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- 22. Determine office hours.
- 23. Determine fee schedule. Do not undercharge.
- 24. Subscribe to magazine/periodicals for reception room.  
Subscribe to professional journals and newsletters.
- 25. Purchase office equipment and furniture based on bid  
obtain earlier.

**ONE MONTH BEFORE STARTING PRACTICE**

**Date:** \_\_\_\_\_

Check off as  
completed

Responsible  
Party

\_\_\_\_\_

\_\_\_\_\_

1. Decide on collection/insurance assignment policies and other work systems such as block scheduling patterns, recare system, inventory control for clinical and office supplies.

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\_\_\_\_\_

2. Hire and train office personnel regarding:

Telephone techniques

\_\_\_\_\_

\_\_\_\_\_

Collections

\_\_\_\_\_

\_\_\_\_\_

Appointments

\_\_\_\_\_

\_\_\_\_\_

Policies of your office

3. Have utilities turned on:

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Telephone

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Electricity

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Gas

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\_\_\_\_\_

Water

4. Begin setting up office. Install sign for high visibility.

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5. Install all remaining office and operatory equipment.

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6. Start making appointments.

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7. Establish a petty cash fund.

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8. Establish a benevolent fund for donating to local charities and projects.

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9. Announcement in community paper and online:

News release

\_\_\_\_\_

\_\_\_\_\_

10. Announcements mailed to dentists, physicians, pharmacists, hospitals, health groups, real estate agents, etc.

**OPENING DAY OF THE OFFICE**

**Date:** \_\_\_\_\_

Check off as completed	Responsible Party
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_____	_____
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1. See first patient.
2. Congratulate yourself and celebrate. You are now in private practice!