

New Medical Practice Setup Checklist

2020–2021

1. Evaluate your target market

- Age
- Gender
- Location
- Income
- Occupation
- Lifestyle choices

2. Consider your location

- Local competitors
- Complementary healthcare businesses
- On-site parking
- Public transport
- Community infrastructure

3. Begin design & construction

- Walls, floors, doors
- Desks, chairs, cubicles, rooms
- Lighting, electrical, data points
- Space for networking infrastructure
- Space for administrative areas
- Storage facilities
- Staff amenities
- Waiting rooms

4. Acquire medical supplies

- Clinical equipment
- Medical consumables
- Office staples
- Corporate uniform

5. Integrate business technology

- Internet
- Telephony
- PCs
- Printers
- Scanners
- Clinical management software
- Business administration software
- Billing systems (Medicare bulk-billing vs private billing)

6. Check accreditations, registrations & legal obligations

- GP accreditation
- Specialist accreditation
- AHPRA registration
- Criminal history check
- Security and compliance checks
- Appropriate operating insurance

7. Recruit team members

- General practitioners
- Nurses
- Receptionists and administrators
- Account managers, bookkeeper or payroll officers
- Business manager
- Practice manager
- Specialist staff
- IT consultants (we've got you covered!)

8. Promote your clinic

- Networking with complementary practitioners
- Developing an online brand presence
- Building relationships with the community
- Signage and print advertising

Read the full article [here](#).

What's next?

Hopefully, this checklist has helped you on your medical practice setup journey. At GPsupport, we assist our clients to open new clinics and practices every day. It's what we do, and 'support' is in our name. We're able to provide tailored recommendations for all the building blocks needed to shape your business.

Get in touch with our expert team today at 03 9999 1500 or admin@gpsupport.com.au