



# Start Up

Assess the Health of Your Business

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2023

(480) 444-9151

[HartBusinessConsulting.com](http://HartBusinessConsulting.com)

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HBC can provide a turnkey start-up solution or provide start-up services to support your operations team.

- Planning sessions to develop the strategy and business plan needed to pull the trigger on the project.
- Preparation of operating and capital budgets for the new practice and preparation of twenty-four-month projected cash flow statements with related analysis of projected revenue and expenses.
- Preparation of a comprehensive loan request (including a summary of the business plan and financial projections for the practice and personal/financial data), presentation of the loan package to banks, negotiation of terms, and review of loan documents.

*N.B. Banks have become increasingly conservative in terms of providing financing for “start-up” medical practices. Therefore, obtaining suitable financing will depend in large part on the strength of your practice opportunity, as well as your financial statement. HBC cannot guarantee your ability to obtain start-up financing.*

- Development of staffing plan including recommended staff salary and fringe benefit levels and Personnel Policy Manual.
- Preparation of OSHA Compliance Manual (including Bloodborne Pathogens Exposure Control Plan, Hazard Communications Plan and TB Exposure Prevention Plan).
- Development of HIPAA compliance manual and key HIPAA forms/disclosures.
- Consultation regarding computer/software systems required for billing and patient scheduling. Evaluation of proposals, negotiation of purchase and service contracts and follow-up with vendor and practice manager during the implementation process.
- Review of major items of furniture and equipment including telephone system and utility services.
- Preparation of recommended fee schedules for all CPT codes.
- Consultation on marketing strategies.

- Preparation of Business Operational Manual, including key operational and personnel forms you will need for the practice. Review business procedures with you and your office manager.
- Recommendations regarding digital marketing and website development, including design, search engine optimization, web hosting, and maintenance.
- Review of candidates for key positions, telephone interviews, and preparation of offer letters.
- Consultation regarding real estate needs.
- We also offer a comprehensive Billing Set-Up/Compliance Program and can assist in implementing the program.