Urgent care startup checklist

Items on this checklist may be implemented concurrently and the order individualized to suit entrepreneurs.

	Item	Responsible party/notes
	Develop business plan/budget	
	Coordinate with a subject matter expert or a consultant with urgent care experience	[Consultant contact Information]
	Identify competition	
	Identify areas in need of medical care	
	Obtain demographics and psychographics for identified areas	
	Obtain funding/working capital	[Bank contact information]
	Open a business banking account	
	Obtain a business credit card	
	Identify location and negotiate lease/purchase	[Realtor contact information]
	If corporation, file letters of incorporation. If partnership, create/sign partnership agreement	[Attorney contact information]
	Register with state as a business	[Licensing contact information]
	Obtain county and city business licenses	[Licensing contact information]
	Acquire NPI, DEA, State Controlled Substance Numbers	[Create spreadsheet with numbers/names]
	Engage architect and general contractor for clinic finish out	[Architect and GC contact information]
	Signage/logos	[Signage vendor contact information]
	Interview providers/credentialing	
	Create company website, website address	[Website, SEO contact information]
	Select and purchase accounting software	[Software recommendations]
	Install and set up accounting software	[Accountant contact information]
	Strategic plan/goal setting/core values	
	Marketing plan	
	Identify vendors (Internet, phones, hardware, supplies, furnishing, equipment, biohazard waste)	[Create vendor spreadsheet]
	Select EHR	[EHR vendor contact information]
	Develop fee schedule	
	Purchase insurance plans(s)	[Create insurance agent/policies spreadsheet]
	Policies and procedures	[HR and clinical consultants contact information]
	Training programs	
	Staffing	
	Services offered	
	Hours of operation	
	Create or outsource OSHA training program	
	Contact Department of Health for radiology certification	
	Determine CLIA or COLA designation and begin certification process	