



*Your
Free Checklist
to a Better Practice*



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Congratulations! If you downloaded this checklist this means you are interested in opening your own mental health solo-practice. Opening a solo-practice is time-consuming and tedious work. This checklist is meant to give you some guidance on things to consider when you're starting up. Trust me, when I started I read over countless guidelines with empty words and promises that gave me absolutely no information on what to actually do to start my own practice, it was very discouraging. My goal is to give you information that you can actually use and start your practice for less than the cost of one session.

- Obtain a national provider identifier (NPI) number
- Write a mission statement
- Choose the practice name
- Identify your practice location
- Create your monthly expenses budget
- Register your business entity with the required state
- Obtain an employer identification number (EIN)
- Internet services
- Phone number
- Electronic fax number
- Electronic health records (EHR) software in place of business
- Insurance for the practice
- Determine your service fees
- Tracking Your Metrics
- Create Operating Forms
- Develop Your Marketing Plan
- Get on Insurance Panels

There are several forms you need to operate your business and start seeing clients. An example is a client contract form among many others. I can provide you with the forms you need to operate your business. I created an E-Book that will explain in detail how to take these steps, I have everything you need to start your own private practice. You can access them in the following link:

<http://www.fashionistatherapista.com>