

First Steps in Group Practice

These are some literal barebones first steps when starting a group practice. These items are needed to actually run a group practice. There are many other important parts to setting up a group practice, but these are needed to actually bill clients or insurance as a group practice.

- ✓ Set up your business structure legally. Meet with an attorney who can help you decide if you need to be an LLC, PLLC, S Corporation, or any other type of Corporation.
- ✓ Get an NPI-2 for your business. Visit <https://nppes.cms.hhs.gov/NPPES/Welcome.do> to register your organization.
- ✓ Make sure all hired therapists, whether employees or Independent Contractors, get their NPI-1 here under the individual providers section: <https://nppes.cms.hhs.gov/NPPES/Welcome.do>.
- ✓ If you are billing insurance, your therapists (not your group) need to each sign up for a CAQH number here: www.caqh.org. Make sure they put your practice information and Tax ID Number in their application. This step takes some time to complete. They will need their malpractice insurance, resume, a copy of their license, a w-9, and diplomas.
- ✓ Complete a W-9 (each therapist will need to do this). Make sure they are all putting your group practice Tax ID number and not their social security number, as well as your business name at the top (not their own name). Google your state's W9 to find a blank copy.
- ✓ Have an attorney draft an Employee or IC contract for you (or you can purchase templates at www.thegrouppracticeexchange.com and have them review those and adjust based on your practice needs.
- ✓ If you have employees, put them on your malpractice insurance.
- ✓ If you have independent contractors, get a copy of their malpractice insurance with your business listed. You may also want them to add your business as an additional insured.
- ✓ If you have employees, get copies of their license, resume, W9, state and federal w4 (here's the federal W4: <https://www.irs.gov/pub/irs-pdf/fw4.pdf>). You can look up your state's W4.
- ✓ Get set up with a payroll company, so that they help you file the correct payroll taxes, unemployment taxes (for employees), and your state and federal taxes.
- ✓ If you have employees, you need worker's comp insurance.
- ✓ If you have employees, depending on your state, you may need additional insurance (which your malpractice insurance may have) for slip and fall (liability) insurance.