

# delegating in your group practice

The following questions will help you figure out where the leaky spots are when it comes to **group practice ownership + time management + delegation**. These questions are meant to help you mull over various aspects of group practice ownership + where you may be able to delegate to others so that you have more time to do the things you want in + out of your business.

What are tasks that you do that you dislike doing/don't energize you in your group practice?

What tasks take up too much of your time?

What tasks are financially better suited with someone else?

What things do you not know how to do well that you spend too much time researching how to do right?

What things can someone else do better?

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Need some inspiration or help figuring out what you can delegate?

## **SEO**

Website management + SEO/SEM help

## **WEBSITES**

Website building

Website management

Website design

## **BLOGGING**

Ghost writing

Uploading blogs and podcasts for you

Editing/proofreading blogs

## **MARKETING**

Facebook ads

Google adwords

Local marketing-researching + mailing materials

Marketing material design

## **OFFICE CLEANING**

## **RECEPTION**

Front desk greeting clients

Taking client payments

Intake calls + emails

Purchasing office supplies

Tracking referrals + how clients find your practice

Tracking calls coming in/scheduled/referred out

## **BILLING**

EHR management

Sending insurance claims

Following up on problematic claims

Following up on non payments

Sending statements

Tracking authorizations (EAP + insurance)

## **ASSISTANCE**

Organizing worksheets

Organizing referrals list

Paying bills

## **PAYROLL**

Having someone do payroll for you

Tracking time off

## **SOCIAL MEDIA MANAGEMENT**

Managing your business social media accounts

Creating graphics for social media + blogs

Posting + responding to

Email marketing + list building

Content creation

## **STAFF MANAGEMENT + DIRECTORSHIP**

Supervision

Help with hiring staff

Program creation

Group + workshop creation + delegation to staff