

Acupuncture New Office Checklist

(Note: Follow the teaching from “Practice Management” to conduct marketing activities and to find appropriate business locations.)

1. Forms

New Patient Intake

Treatment Intake

Informed Consent

Privacy Policies

Cancelation and Lateness Policy (include rates)

Patient’s Advisory to Consult with a Physician

2. Business Start up

Determine treatment rates

Business license – Inc., LLC, PLLC, LLP, SCorp, CCorp, etc.

Business Logo

Business card

Brochure

Business Operating bank account

Business Payroll bank account

Malpractice Insurance (full time or part time)

Umbrella Insurance

Premise Insurance

Business Insurance

Business office website

Website listing – Acufinder, Acusimple, Officeally, Healthpro.com, Infertility.com, Wellness.com, etc.

Internet social network – Facebook, LinkedIn, etc.

Business Signage

Insurance billing (if accepting insurance)

Superbill (if not accepting insurance)

Merchant service (if accepting credit card)

3. Supplies and Accessories

Acupuncture Supplies and accessories:

tables, various needles, cupping glassware, guasha tools, heat lamps, table paper/sheet, pillows and case, cotton, alcohol, hand sanitizer/soap, paper towel, needle disposal, thermometer, stethoscope and sphygmomanometer, E-stim, moxa/ashtrays/lighter/burn cream, massage oil and lotion, etc. For Japanese style, add diode rings, diode chains, Pachi-Pachi, ion-pumping cord, tiger warmer, ultra pure gold moxa, Kyutoshin, etc.

Office Supplies:

desk, chair, supply cabinet, file cabinet, phone, computer, fax, scheduling software, electronic treatment record, office music, etc.