Credentialing and Other Requirements-
Starting in Practice

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Disclosures

Consultant/Advisory Board  Takeda, CSL, Kaleo, DBV, US World Meds, Covis

Spokesperson  Bayer and Kaleo

Medical Advisory Committee  Immune Deficiency Foundation

Executive Council Member- AAP SOAI
Planning to Open a Practice

- AAAAI has a variety of Practice Management Resources available online - Webinars

- Choose Location

- Look for Space - start 6 months ahead - physical address is a must!
- Consider parking, traffic - both foot and car traffic

- Start LLC - name choice/Obtain Employer Identification No

- Obtain NPI - individual and group if starting a practice

- Obtain Loan/Funding/Line of Credit

Planning the Practice - First steps - prior to graduation

- Obtain State Medical License/DEA as soon as you can - prior to graduation, during second/third year of training

- Obtain Hospital privileges

- Credentialing and Contracting
- CAQH (Council for Affordable Quality Healthcare) registration and update information frequently
- Insurance Plan Applications/Credentialing/Contracting - cannot start until “unlink” from prior employer
- May take 30-120 days (or longer)
- Process can take 3-6 months with contracting (or longer)
Planning the Practice - Next steps

• Obtain phone number and fax
• Obtain email address- encrypted/HIPAA compliant
• Create Website and secure domain names- ensure secure
• Use social media to announce opening of practice
• Select EMR, Telemed platform and billing software - train staff
• General Liability Insurance
• Health/ Disability/ Business interruption and contents coverage
• Malpractice insurance- Start date and need for tail if Claims Made or Prior Acts

Preparing the Practice - Prior to opening

• Obtain Occupational license/ Certificate of use- city and/or county
• Business tax receipts- city and/or county
• Dept of health- certificate - Biomedical Waste Permit
• Determine need for Training of Staff- OSHA- Bloodborne Pathogens, Biomedical Waste Removal, HIPAA and Basic Life Support – keep track of employee training and renewal due dates
• Order business cards- plan logo
• Open business bank acct and order business credit card/checks
Preparing the Practice- Checklist

• Phone systems - consider capability for virtual answering machine, virtual fax, text appointment reminders consider lease versus own phones
• Internet
• Office alarm/ security system
• Electric and water

• Biomedical waste – engage with waste removal company
• Plan for shredding of documents- may be minimal if EMR based

• Payroll, workers compensation and unemployment

Things to Consider- the details

• Signage- Pandemic brought new requirements
• Hand sanitizers
• Office Cleaning
• AC/Heat Maintenance Contract
• Extermination- pests
• Lease for copier/printer/fax

• Fire extinguishers, exit signs and emergency light
• AED and Oxygen- lease versus own

• Emergency kit - meds- epinephrine

• PPE- masks, gloves, gowns, fluid shields- purchase
Preparation- Policies and Procedures, Handbooks, Patient forms

- EMR templates/ Common Dx codes/ Common billing codes
- Lab templates for electronic ordering and/or forms
- New patient registration forms
- Medical release forms
- Consents for procedures
- Notice of Privacy Practice- Acknowledgment and Posting
- Employee contract and handbook
- Policies and procedures for HIPAA/ Emergency Plan
- Privacy and Security Handbook; Business Associate Agreements/Contracts
- BMW/OSHA Handbook Policies and Procedures
- Staff job descriptions
- Emergency/ Anaphylaxis Treatment Plan

Its all in the “other” details

- Time clock
  Thermometer for refrigerator
  Smoke detectors
  Carbon monoxide detectors

- Locks for meds samples and meds fridge
  - logs of daily temp and expiration dates of meds
  - electronic monitoring of fridge temps- notify with texts/emails if temp varies
  - maintains log of temp even by minute

- Order: supplies/ equipment/extracts

- Credit card machine and merchant services
Compliance with laws

• Door width, counter height, new laws protecting patients/ ADA compliance
• Have contractor do a walkthrough prior to inspections
• Fire inspection will be required yearly
• Workplace posters- federal and state- may vary- FMLA, Minimum Wage, etc yearly. English and Spanish (if needed)

FL New law regarding Human Trafficking training and poster

Starting off on the right foot

• It can be done!
• You can build an office or division after graduation- you are not alone!
• Reach out to your mentors and meet new mentors to help you care for patients – form a network
• Leverage the AAAAI Committees, NAIA and leaders to help you start strong
• Obtain Board Certification Exam and/or enroll in MOC if certified
Promote your value

What is your special interest?
What area of research is different from others?
- Food Allergy
- Drug Allergy
- Primary Immunodeficiency

Get on your feet!

- Go out and visit referring doctors - take business cards and speak to front office

- Hit the pavement - offer to give grand rounds, lecture at local society meetings

- Join state and national medical societies - Leverage Association with Professional Organizations for Website/ Malpractice Discounts

- Get involved locally in journal clubs, in regional meetings and nationally - AAAAI - NAIA, ACAAI, AAP Section of Allergy/Immunology

- Ask patients for reviews - healthgrades, vitals.com, google - link to website
Building your practice

• Get involved in Committees at the institution/ hospital admitting privileges

• Meet referring doctors- search for highest referring MD and others with low numbers of referrals- visit during lunch or times where patient volumes are slow

• Make blast email or mail piece about what you can offer PCPs

• Do not underestimate power of social media
Keep track of productivity - Know your numbers

- Keep track of numbers - easier on EMR

- Routinely every 2 weeks to every month - look at productivity - visit numbers, collections, Accounts receivables

- Review collections and review denials/ limitations by insurance, especially of frequent procedures like AIT, SPT, infusions, PFT, food or drug challenge

CV Maintenance

- Keep CV updated

- Add activities frequently:
  - Media interviews
  - Lectures
  - Committees
  - Posters
  - Publications
  - Textbook chapters
Summary/Take Home Message

• Don’t be scared to start something new or join an existing practice—promote yourself and your value

• Reach out to your mentors, old and new, for advice

• Use AAAAI practice management resources and attend Practice Management Workshop

• This is your opportunity to make a practice thrive

Thank You

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