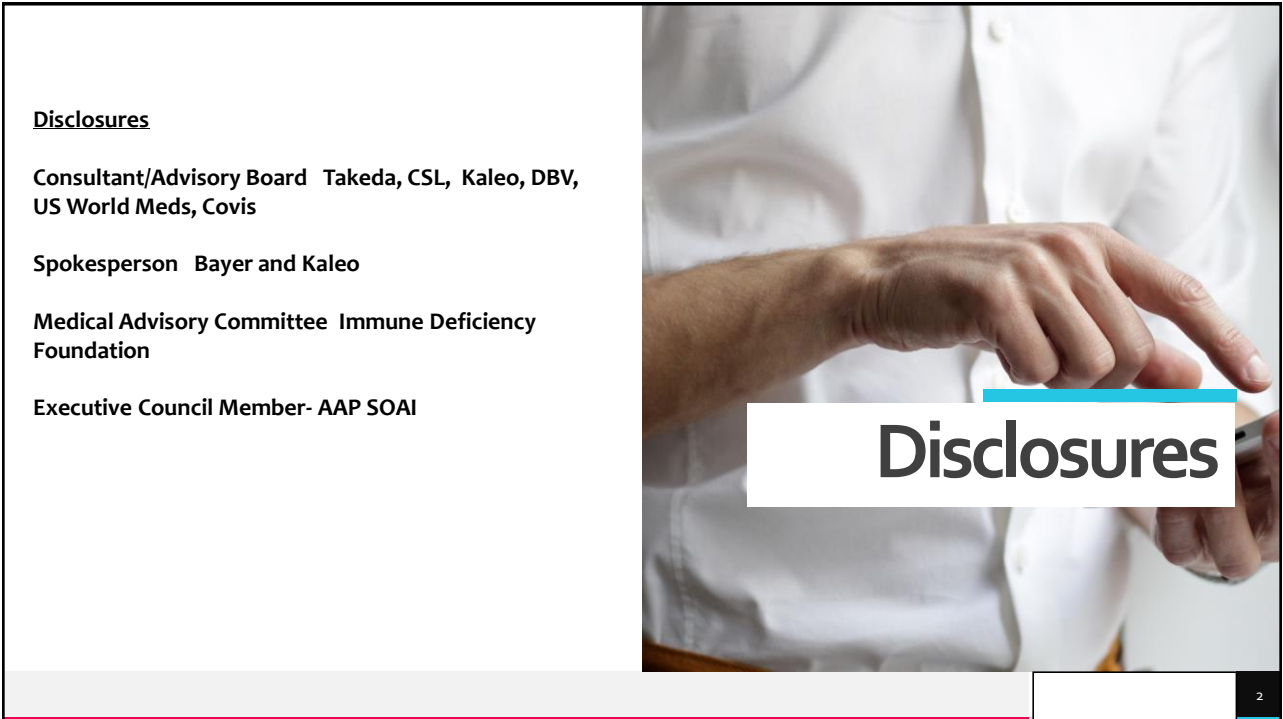




# Credentialing and Other Requirements- Starting in Practice

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## Disclosures

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

**Spokesperson** Bayer and Kaleo

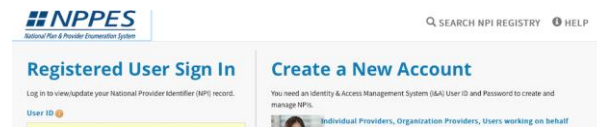
**Medical Advisory Committee** Immune Deficiency Foundation

**Executive Council Member-** AAP SOAI

# Disclosures

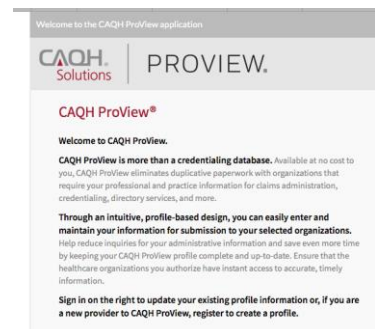
## Planning to Open a Practice

- 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



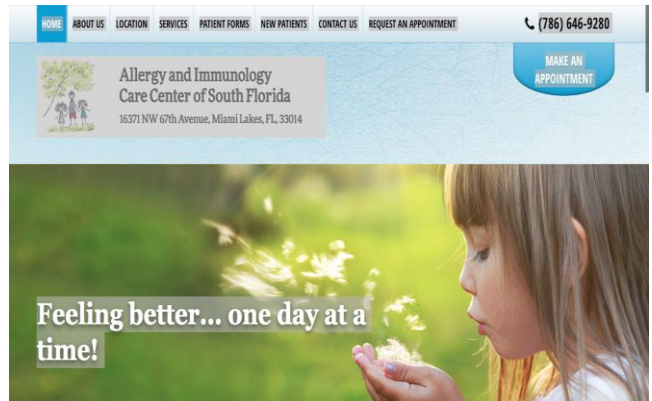
## Planning the Practice- First steps- prior to graduation

- 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 “delink” from prior employer
- May take 30-120 days (or longer)
- Process can take 3-6 months with contracting (or longer)



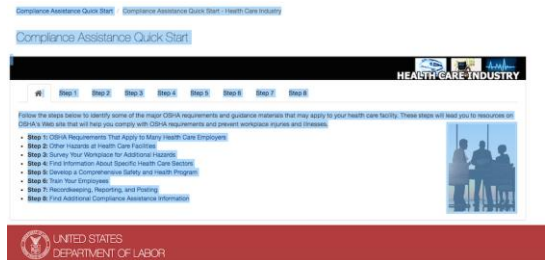
## Planning the Practice- Next steps

- 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



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## 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

### 5.1. Notice of Privacy Practices

<Organization Name>

This notice describes how your medical information as a patient of this practice may be used and disclosed and how you can get access to this information. Please review it carefully.

The privacy of your medical information is important to us. You may be aware the U.S. government regulators established a privacy rule, the Health Insurance Portability & Accountability Act ("HIPAA") governing protected health information ("PHI"). PHI includes individually identifiable health information including demographic information and relates to your past, present or future physical and mental health or condition and related health care services. This notice tells you about how your PHI may be used, and about certain rights that you have.

#### Use and Disclosure of Protected Information

- Federal law provides that we may use your PHI for your treatment, without further specific notice to you, or written authorization by you. For example, we may provide laboratory or test data to that specialist.
- Federal law provides that we may use your medical information to obtain payment for our services without further specific notice to you, or written authorization by you. For example, under a health plan, we are required to provide the health insurance company with a diagnosis code for your visit and a description of the services rendered.
- Federal law provides that we may use your medical information for health care operations without further specific notice to you, or written authorization by you. For example, we may use the information to evaluate the quality of care you received from us, or to conduct cost-management and business planning activities for our practice.
- We may use or disclose your medical information, without further notice to you, or specific authorization by you, where:
  1. required for public health purposes

## 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

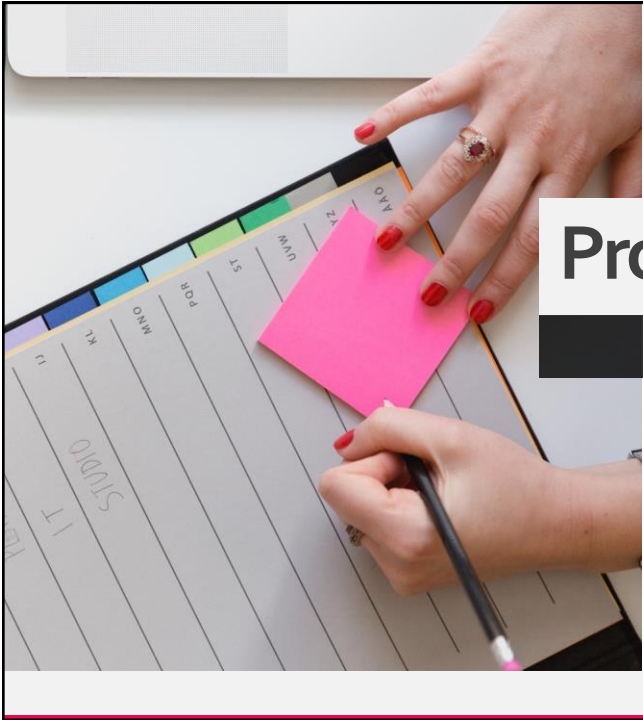
- Door width, counter height, new laws protecting patients/ ADA compliance
- Have contractor do a walkthrough prior to inspections
- Fire inspection will be required yearly
- Workplace posters- federal and state- may vary- FMLA, Minimum Wage, etc yearly- English and Spanish (if needed)

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



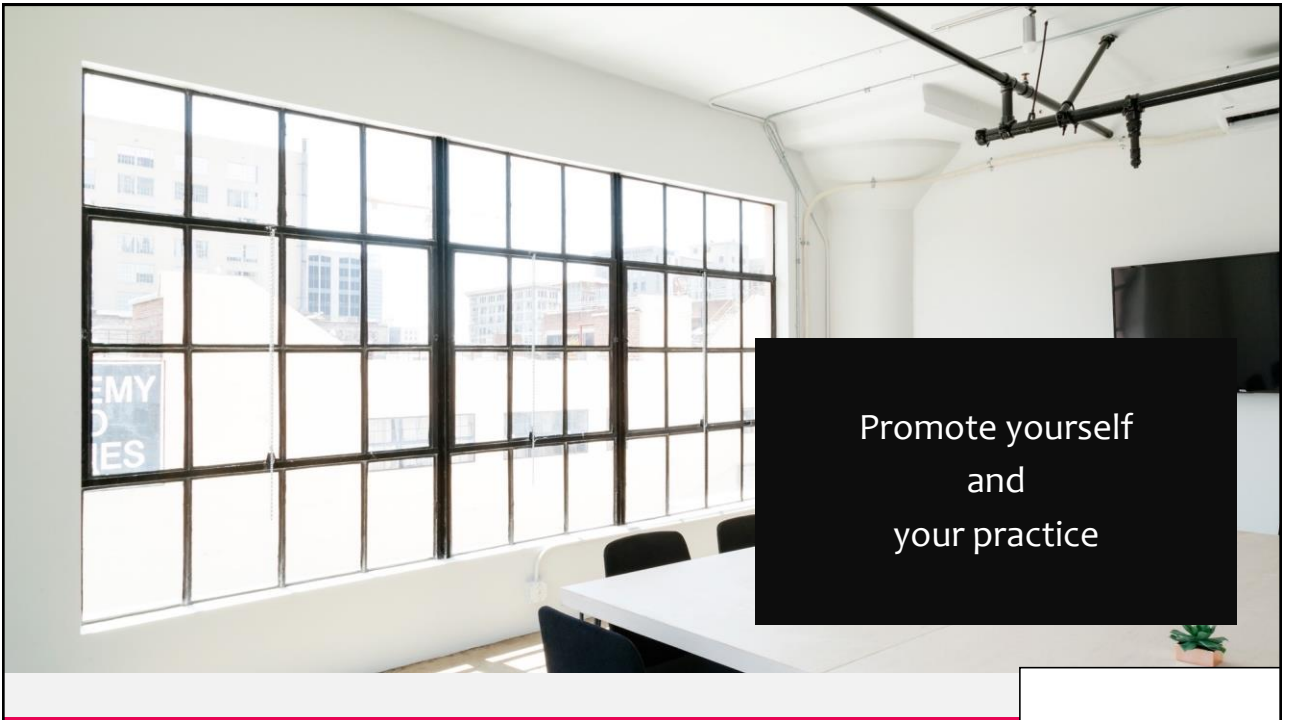
# Promote your value

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



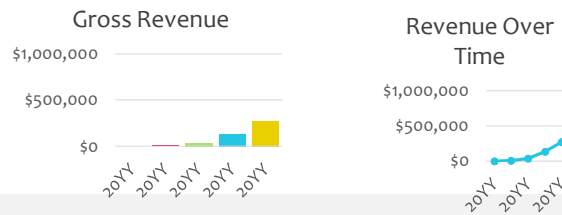
### Building your practice

- 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

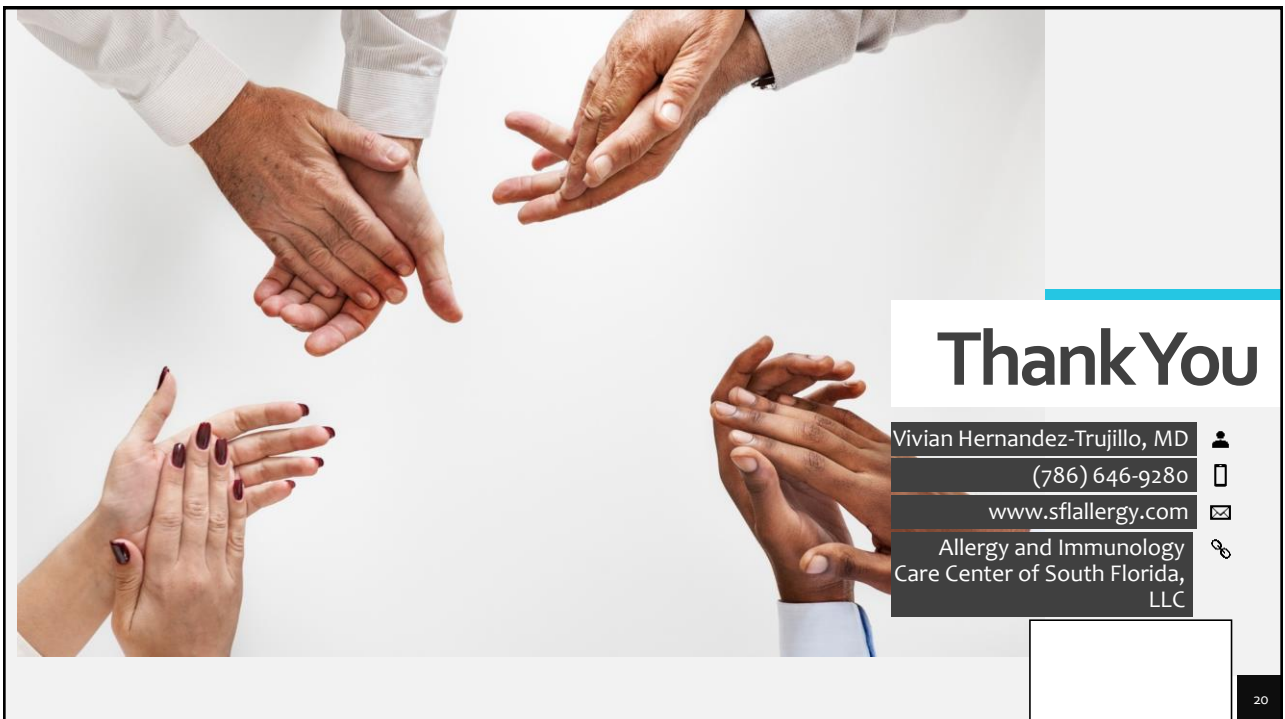


## CV Maintenance


- 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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