

# Clinic Business Solutions (CBS)

CBS Provides practice management, business, and operational support to keep your clinic running smoothly so you can focus on patient care.

**The Clinic Business Solutions (CBS) team provides tailored support for:**



**Clinic Owners & Leaders**



**Clinical & Administrative Support Staff**

**Operational guidance for clinics is delivered to members through:**



**Special Projects**



**Peer Platforms**



**Practice Management Education**

**Led by Member Task Force**



**& Reference Groups**

**Members also have access to valuable business tools, decision models, reports, case studies, legal templates, and more ...**



### **Business Tools**

Designed to help you make informed decisions and achieve strategic objectives.



### **Legal Templates**

Customizable templates that ensure legal compliance and consistency.



### **Case Studies**

Gain insights on in-demand topics, complete with comprehensive reports and recommendations.



### **Clinic Performance Insights**

Access financial insights and market trends to enhance business practices.



**Contact us at: [cbs@vancouverdivision.com](mailto:cbs@vancouverdivision.com) or visit our website. **

# Starting a New Practice

The process of starting a practice should begin well before you complete your residency or decide to leave your employment at a hospital or another clinic. We recommend at least a 12-month lead time. Furthermore, many of these tasks should be completed under the guidance of professionals, such as lawyers, business consultants, and real estate agents. In our experience, one of the biggest shocks to new-to-practice FPs is the realization that, on top of being a FP, they now have to be business owners, managers, junior accountants and HR experts. Although these topics may seem trivial in theory, they often become all-consuming and frustrating because they take FPs away from practicing medicine.

The best way to manage a complex process, such as opening a clinic, is to subdivide each responsibility into individual phases. We have divided the process of starting a practice into six time-based phases. Completing one phase at a time will allow the new business owner to be organized and will make the volume of tasks seem less daunting.

In addition, you can meet with our Clinic Business Solutions (CBS) team who will be able to guide you through the initial steps and important considerations to open a clinic.



Click here to see the list of business tools and to contact the CBS team ([cbs@vancouverdivision.com](mailto:cbs@vancouverdivision.com)).

## Timeline for Starting a New Practice

### Phase 1 | 12-8 months

Market research, clinic vision, business advisors, and community outreach

### Phase 2 | 8-4 months

Financing, space acquisition, equipment research, potential renovations

### Phase 3 | 4-2 months

Marketing, 1st steps of HR, memberships, medical forms/billing

### Phase 4 | 2-1 month(s)

Insurance, office hours/schedule, EMR, phone system, patient education, auxiliary services

### Phase 5 | 1 month

Advertising, utilities, staffing/training, team meetings

### Phase 6 | Opening Day

Set up a system for yourself and your employees to record observations from how the clinic is operating. This information can be used for workflow improvements in the future.