



**Are You Interested in Starting Your Own Practice?
Do You Need Help Making Your Dream of Practice Ownership Come True?**

GAFP's Independent Practice Legal Service Start Up Kit Now Available to Recent and Future Family Medicine Resident Graduates

The Georgia Academy of Family Physicians is launching a new pilot project that **focuses on helping recent resident graduates receive the legal services needed to start their own independent practice.**

First-contact, person-focused, comprehensive, coordinated care is the hallmark of family medicine. Primary care physicians are best positioned to coordinate care and continue to assume their role at the center of patient care by taking responsibility for a patient's overall health, which is encouraging for those who are in independent practice. Research shows that approximately ten percent of all family medicine residents tend to start a practice versus going into an employed situation.

The GAFP is seeking up to 10 post-graduate members who have a strong interest in becoming an independent practice but need legal resources to help with the process. The Legal Start-Up Kit, developed by the Southern Health Lawyers firm and partner, Rich Sanders, is organized using legal services that a practice requires to get started.

Starting a practice is a detailed and lengthy process. It is important to consider your options, and to evaluate your tolerance for risk. Although it will come with difficulty, starting a practice can have great rewards and is possible with the right resources.

In addition to the Legal Start Up Kit, and start up counseling from Southern Health Lawyers, the American Academy of Family Physician (AAFP) also offers a practice start up tool kit ([Starting a Practice tool](#)) and resources on how to open a practice ([How to Open a Practice](#)) that help guide you through the process.

The AAFP toolkit and practice resources help you determine start-up expenses, develop a monthly budget, and assess evaluation and management revenue for a traditional physician practice. It can also help you understand and track your practice's patient-visit goals. The checklist offers steps that can be taken for a reasonable implementation timeline. Appropriate planning can result in a successful practice, and this tool can help you begin that planning process.

Continued recognition of the value of primary care, and continued increases in income, will play a vital role in family medicine's ability to grow.

The Legal Services Start Up Kit includes the following standard services:

Evaluate Organizational Options - Assist with Selection of proper organizational entity for physician practice

Physician Practice Entity Formation – includes creation and filing of new entity formation with the Georgia Secretary of State, and drafting of initial organizational documents including Bylaws, Operating Agreement, initial resolutions, etc.

Initial Policies and Procedures – includes assistance with and drafting of initial policies and procedures for physician practice, including:

- HIPAA Privacy and Security Manual
- HIPAA Notice of Privacy Practices
- HIPAA Business Associate Agreement
- Consent to Treat (as required by state law)
- Assignment of Benefits
- Advance Beneficiary Notice (for Medicare)
- OSHA Manual
- Employee Code of Conduct Manual
- Corporate Compliance Manual

Employment Agreements for NP's and PA's – includes drafting the template version of Employment Agreements for NP's and PA's for the practice. Any negotiation about the employment agreements with staff members (or their attorneys) will be billed at the discounted rate.

Negotiation of Provider Agreement(s) – includes drafting best practices for the review and negotiation of participating provider agreement(s) with commercial and managed care payers. This will include the development of protocols for quality and utilization data collection and use in negotiations. Any review of payor agreements or negotiation with payors will be billed at the discounted rate.

Assist with Application for Medicare or Medicaid Provider Numbers – includes a set of best practices for managing applications to both Medicare and Medicaid. The review and analysis of participating in Medicare and Medicaid, as well as assistance with the application process to obtain a provider number, will be billed at the discounted rate.

Licensure Application(s) for Ancillary Services – includes a set of best practices for managing applications for ancillary services (i.e. CLIA for laboratory, Georgia HFRD for x-ray, etc.). The review and analysis of obtaining a license for these ancillary services, as well as assistance with the application process to obtain a license, will be billed at the discounted rate.

The standard services will be covered by the GAFP as a part of the project, while the practice owner will need to negotiate optional and additional services through the Southern Health Lawyers firm. A full complement of available optional services is listed below.

In order to be considered for the pilot project, you must answer the following questions:

- _____ Are you a AAFP/GAFP member?
- _____ Did you graduate (or plan to graduate) from your Family Medicine Residency Program in 2019, 2020, or 2021?
- _____ Are you considering opening your own practice in Georgia after graduation?

If you answered YES to these questions, please complete the information below and return to the GAFP staff for review and confirmation.

Participant Cost/Requirement: The participant co-sharing cost of this project is \$500. The GAFP will cover the additional legal costs for those services listed above (unless noted that discounted services will be provided). The GAFP member/participant must agree to continue to be dues-paying member for a minimum of three years after receiving the negotiated legal services.

Please note, this is a small pilot project and will be offered to only 10 GAFP members who have or will graduate in 2019, 2020, or 2021. There will be a vetting process that will help us determine the final 10 participants.

Name: _____
Address: _____
City, State, Zip: _____
Phone: _____ Email: _____

As with any business venture, it is important to also contact an accountant for advice to start your practice. This ensures you are making sound business decisions and complying with legal issues related to your profession.

Please return this page to Angela Flanigan at aflanigan@gafp.org or fax to (404) 321-7450

Optional Services – offered at a 20% discount to program participants

Staff Training – includes the coordination and presentation of training to staff of physician practice including:

- HIPAA Privacy and Security Training
- Corporate Compliance Training
- OSHA Training
- CLIA Compliance Training

Review and/or Drafting of Buy/Sell Agreement – if buying/acquiring into an existing physician practice

Review/Drafting of Physician Compensation Model and Employment Agreements – Review and drafting of best physician compensation model, together with drafting of Employment Agreement

Review/Negotiate Office Lease – includes the review and negotiation of Lease for physician practice space.

Review/Negotiate Ancillary Agreements – includes the review and negotiation of ancillary service agreements including laboratory services, answering/paging services, etc.

Application for Medical License – includes assistance with the application process for State Medical License.

Application for State and Federal Narcotic License, if needed. – includes assistance with the application for state and federal narcotic license(s) and how to obtain a DEA number.

Review/Negotiation of Practice Management and/or Technology Agreements – includes the review and negotiation of practice management and/or technology agreements including:

- Software License Agreements;
- Electronic Record System;
- Billing Systems

Credentialing and Privileging – includes assistance with the determination of present participation in plans and hospital privileges.

CON Review and Assistance with Application Process – includes the review and analysis of whether CON and/or LNR review for diagnostic equipment and/or services that fall under CON review.

Review of Joint Venture Opportunities – includes the review and analysis of proposed arrangement, including compliance with Stark and Anti-Kickback laws.