



Checklist for Opening Your Practice

This checklist is provided as a service of the Colorado Chiropractic Association and is meant to be used as a guide. We have attempted to make it as comprehensive as possible, but individual situations may vary, you may want to add to it

- ☐ Advertising Guidelines Review – Colorado Board of Chiropractic Examiners Rules & Regulations
https://www.colorado.gov/pacific/dora/Chiropractic_Laws
- ☐ Accounting/Billing Software & Computer
- ☐ Business License - <http://www.sos.state.co.us/pubs/business/businessHome.html>
- ☐ CCA Membership https://coloradochiropractic.site-ym.com/general/register_member_type.asp
- ☐ Chiropractic Laws - https://www.colorado.gov/pacific/dora/Chiropractic_Laws
- ☐ CLIA Waiver - for blood draws or urine samples* (see CCA Member's Only page)
- ☐ CMS1500 forms (see CCA Member's Only page)
- ☐ Continuing Education File - 15CE every year includes: current CPR certification, 4CE Documentation every 2 years
- ☐ CPT & ICD-10 Books – see Member Benefits page on CCA website for ChiroCode discount!
- ☐ Equipment (visit www.coloradochiropractic.org classifieds/vendors)
- ☐ Financing - including line of credit (see Small Business Resources)
- ☐ HIPAA compliance* (CCA Members Only Resources page for samples)
- ☐ Letterhead & Business Cards
- ☐ Location (include x-ray build-out if applicable)
- ☐ Malpractice Insurance* (Minimum coverage = one million per year, \$300,000 per case)
- ☐ Managed care networks
- ☐ Medicare Part B provider enrollment* <https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/EnrollmentApplications.html>
- ☐ Occupational tax license (only in Denver city limits)* - click on Register a new business
<https://www.denvergov.org/ebiztax/>
- ☐ Office Procedures Manual
- ☐ Post your fees per SB17-065 - [See Members' only resource under Insurance tab](#) (must be logged in)
- ☐ Small Business Resources/Loans (303) 844-2607 or www.sba.gov or www.score.org
- ☐ State Sales Tax License* <https://www.colorado.gov/pacific/tax/sales-tax-account-license>
- ☐ TAX/Employer ID Number* (Ask your accountant, attorney, or visit your local IRS office)
- ☐ Trade name registration* [https://www.sos.state.co.us/pubs/business/businessHome.html](http://www.sos.state.co.us/pubs/business/businessHome.html)
- ☐ Workers Comp Accreditation (if you will be treating WC patients) Call (303) 318-8700
<https://www.colorado.gov/cdle/dwc>
- ☐ Workers Compensation Fee Schedule and Guide from CCA (see CCA Member's only Workers' Comp page)
- ☐ X-ray inspection* Call (303) 748.5499 – <https://www.atomphysics.com/>

*Required by law or rule OR necessary for insurance submissions. ("https" links may need to be copied and pasted)

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This information brought to you by

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