



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 Rule 12 & 13
 - » **<http://cdn.colorado.gov/cs/Satellite/DORA-Reg/CBON/DORA/1251632044369>**
- ☐ Accounting/Billing Software & Computer
- ☐ Business Express - City/County License, etc.* **<https://www.colorado.gov/apps/jboss/cbe/start-business.xhtml>**
- ☐ CCA Membership **www.coloradochiropractic.org/join_cca/index.html**
- ☐ 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 yrs
- ☐ CPT & ICD-9/10 Books
- ☐ Equipment (visit **[www.coloradochiropractic.org](http://www.coloradochiropractic.org/classifieds/vendors)** classifieds/vendors)
- ☐ Financing - including line of credit (see Small Business Resources)
- ☐ HIPAA compliance* (CCA Members Only 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 (List and recommended questions on the CCA Members Only page)
- ☐ Medicare Part B provider enrollment* **<https://pecos.cms.hhs.gov/pecos/login.do>**
- ☐ Occupational tax license (only in Denver city limits)*
 - » **www.denvergov.org/treasury/TreasuryDivision/BusinessTaxes/tabid/440482/Default.aspx**
- ☐ Office Procedures Manual
- ☐ Small Business Resources/Loans (303) 844-2607 or **www.sba.gov** or **www.score.org**
- ☐ State Sales Tax License* **www.colorado.gov/cs/Satellite/Revenue/REVM/1176842266427**
- ☐ TAX/Employer ID Number* (Ask your accountant, attorney, or visit your local IRS office)
- ☐ Trade name registration* **www.sos.state.co.us/biz/FileDoc.do**
- ☐ Workers Comp Accreditation (if you will be treating WC patients) Call (303) 318-8763
- ☐ Workers Compensation Fee Schedule and Guide from CCA (see CCA Member's Only page)
- ☐ X-ray inspection* Call (303) 692-3446 or 800-886-7689
 - » **www.colorado.gov/cs/Satellite/CDPHE-HM/CBON/1251617274192**

*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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