

Figure 18-1

**CONSIDERATIONS FOR DESIGNING, RELOCATING
OR ESTABLISHING THE PRACTICE FACILITY**

1. _____ Develop a practice/business plan.
2. _____ Select the community where you will practice.
3. _____ Select advisory team.
4. _____ Select your dental dealer and determine the feasibility of available suites.
5. _____ Select location and building.
6. _____ Sketch rough plan of the layout of your suite.
7. _____ Determine traffic flow for practice facility.
8. _____ Determine operating concept (rear, side or over the patient delivery).
9. _____ Design preliminary floor plan.
10. _____ Review and negotiate lease/real estate.
11. _____ Furnish exact specifications of dental equipment to contractor or architect.
12. _____ Complete final facility design (plumbing, electrical, carpentry, reflected ceiling grid and cabinetry).
13. _____ Obtain costs from contractors and tradespersons.
14. _____ Arrange for financing and establish relationship with lender(s).
15. _____ Select entity in which to practice (e.g., C corporation, S corporation, sole proprietorship, etc.).
16. _____ Sign lease/acquire real estate.
17. _____ Purchase dental equipment.
18. _____ Have practice telephone number listed.
19. _____ Obtain permits and licenses.
20. _____ Select your interior decorator and decorating concept.
21. _____ Select and purchase furnishings.

22. _____ Purchase dental supplies and instruments.
23. _____ Order supplies other than dental.
24. _____ Select and purchase practice recordkeeping system.
25. _____ Order stationery.
26. _____ Develop employee handbook.
27. _____ Run ad for staff—interview, select and train.
28. _____ Adopt and/or review fee schedule.
29. _____ Determine your insurance plans.
30. _____ Adopt collection and payment plans.
31. _____ Select laboratory.
32. _____ Determine opening date and make specific arrangements for complete installation of dental equipment and furnishings.
33. _____ Make arrangements for utilities and installation of telephone systems.
34. _____ Establish relationship with pharmacies, area hospitals and physicians.
35. _____ Begin publication subscriptions to your practice address.
36. _____ Make arrangements for maintenance service and disposal of hazardous wastes.
37. _____ Make arrangements for uniform and linen service.
38. _____ Meet leading civic, school and religious leaders.
39. _____ Meet colleagues in the area.

OTHER CONSIDERATIONS.
