



## TASK ANALYSIS FOR STARTING AN INDEPENDENT ABA PRACTICE

	Task	\$
<input type="checkbox"/>	Form or join a supportive community	<b>FREE</b>
<input type="checkbox"/>	Initiate development of your Business Support Plan (download from <a href="http://TreSource.com">TreSource.com</a> )	<b>FREE</b>
<input type="checkbox"/>	Determine the focus/mission of your business	<b>FREE</b>
<input type="checkbox"/>	Establish 1-3 year goals & objectives	<b>FREE</b>
<input type="checkbox"/>	Identify strengths & weaknesses	<b>FREE</b>
<input type="checkbox"/>	Identify who your <i>ideal</i> client is	<b>FREE</b>
<input type="checkbox"/>	Research the gov't rules & regulations that will affect the formation of your business	<b>FREE</b>
<input type="checkbox"/>	Determine business model and structure	<b>FREE</b>
<input type="checkbox"/>	Choose a business name	<b>FREE</b>
<input type="checkbox"/>	File required papers to form business. Check with state for fees.	Varies by state
<input type="checkbox"/>	Register business with County Recorder's office (when applicable)	Varies by county
<input type="checkbox"/>	Apply for an Employer Identification Number (EIN)	<b>FREE</b>
<input type="checkbox"/>	Research the current market	<b>FREE</b>
<input type="checkbox"/>	Define your niche	<b>FREE</b>
<input type="checkbox"/>	Establish office location and scheduling factors	<b>FREE-cost varies</b>
<input type="checkbox"/>	Obtain necessary permits or licenses (when applicable)	Varies by county
<input type="checkbox"/>	Outline your treatment philosophy & approach	<b>FREE</b>
<input type="checkbox"/>	Obtain necessary insurances to practice (mandated by state laws)	<b>FREE</b>
<input type="checkbox"/>	Identify environmental, health, or workplace regulations affecting your business	<b>FREE</b>

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<input type="checkbox"/>	Gather required legal forms to practice	<b>FREE-cost varies</b>
<input type="checkbox"/>	Identify & gather your equipment needs	Cost varies
<input type="checkbox"/>	Identify & gather your supply needs	Cost varies
<input type="checkbox"/>	Assemble your team: accountant, banker, insurance agent, lawyer, & business mentor	Cost varies
<input type="checkbox"/>	Set up a business bank account and credit card	<b>FREE-cost varies</b>
<input type="checkbox"/>	Identify potential payors/contractees	<b>FREE</b>
<input type="checkbox"/>	Develop a financial plan with an advisor	<b>FREE-cost varies</b>
<input type="checkbox"/>	Estimate start-up costs	<b>FREE-cost varies</b>
<input type="checkbox"/>	Apply for a National Provider Identifier (NPI) (optional)	<b>FREE</b>
<input type="checkbox"/>	Register for a Council for Affordable Quality Healthcare (CAQH) number (optional)	<b>FREE</b>
<input type="checkbox"/>	Conduct market research on payors	<b>FREE</b>
<input type="checkbox"/>	Gather documents for insurer application (when applicable)	<b>FREE</b>
<input type="checkbox"/>	Apply for in-network participation with an insurer (when applicable)	<b>FREE</b>
<input type="checkbox"/>	Establish private pay rates	<b>FREE</b>
<input type="checkbox"/>	Develop procedure for billing and payments	<b>FREE</b>
<input type="checkbox"/>	Develop a marketing plan	<b>FREE-cost varies</b>
<input type="checkbox"/>	Sign up for a FREE trial on <a href="http://TreSource.com">TreSource.com</a>	<b>FREE</b>
<input type="checkbox"/>	Implement marketing plan	<b>FREE-cost varies</b>
<input type="checkbox"/>	Complete your Business Support Plan & implement	<b>FREE</b>