PRACTICE CHECKLIST FOR ASSOCIATING

BEFORE YOU'RE HIRED

☐ Assess Your Goals

- Conduct a self-assessment to determine which practice type is right for you
- Research locations/regions where you'd like to live and practice

☐ Get Licensed

- Prepare for and take Boards
- Become licensed and notify your State Board of status

☐ Develop a Vision and a Plan

- Develop your personal business plan (road map for your career)
- Determine your unique selling proposition (USP)

☐ Find a Position

- Write your CV or resume
- Prepare to sell yourself to hiring DCs during initial and follow-up interviews
- Evaluate offers and accept the position best for you

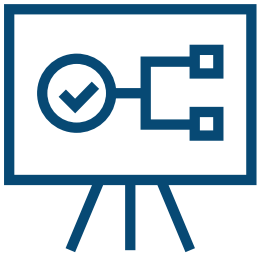
PRACTICE CHECKLIST FOR ASSOCIATING

AFTER YOU'RE HIRED

☐ Take Care of Business Needs

- Choose your business team (attorney, accountant/ financial advisor, insurance consultant--if not provided by hiring doctor)
- Establish a personal budget, evaluate debt and student loans, and set up a retirement plan

☐ Market Yourself and the Practice



- Collaborate with the hiring DC to determine a marketing direction
- Develop materials to introduce yourself to patients
- Enhance your patient communication skills
- Collaborate with hiring doctor to create a website
- Establish a community involvement plan
- Publicize your expertise
- Establish your referral strategy

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