

New CRNA group launch checklist

Work through this from the top. Enrollment takes the longest, so start it as early as you can.

Decide and plan

- ☐ Confirm your state's supervision rules and whether it's an opt-out state
- ☐ Pick the facilities you'll start with and talk to their surgeons
- ☐ Estimate volume, payer mix and how much cash you need to get started
- ☐ Choose a healthcare lawyer and an accountant

Set up the business

- ☐ Form your entity (LLC, PLLC or corporation, as your state requires)
- ☐ Get an EIN and open a business bank account
- ☐ Get a group NPI (Type 2) and confirm each provider's individual NPI
- ☐ Set up an operating agreement if there's more than one owner

Insurance

- ☐ Malpractice cover for every provider, at the limits your facilities require
- ☐ General liability and cyber cover
- ☐ Tail cover sorted for anyone leaving a claims-made policy

Enrollment

- ☐ Medicare enrollment for the group and each provider
- ☐ Reassignment of each provider's benefits to the group
- ☐ Medicaid and each Medicaid managed care plan you'll see
- ☐ Commercial payer credentialing and CAQH profiles
- ☐ Electronic payments (EFT) and remittances (ERA) set up in the group's name

Facilities and billing

- ☐ Signed anesthesia services agreement with each facility
- ☐ Agreed process for getting anesthesia records to billing every day
- ☐ Billing partner or system in place before the first case
- ☐ Fee schedule set for every payer

Cash and reporting

- ☐ Cash set aside to cover pay and costs until claims start paying
- ☐ Monthly report agreed: collections, days in A/R, denials
- ☐ Calendar of licence, certification and revalidation dates

Notes

General information, not billing, legal or tax advice. Rules vary by payer and state; check current guidance. Want a second pair of eyes? Free billing review: titraterevenue.com/contact.html · hello@titraterevenue.com