

Office-based anesthesia business checklist

This covers the business side. Clinical safety standards come from your state, your accreditor and your professional association.

Rules

- ☐ State rules for office-based anesthesia checked
- ☐ Office accreditation or registration status confirmed
- ☐ Your scope of practice in that setting confirmed

Agreements

- ☐ Written agreement with each office
- ☐ Who supplies equipment, drugs and monitoring
- ☐ Transfer arrangement with a nearby hospital in place

Billing

- ☐ Coverage checked before insured cases
- ☐ Self-pay prices agreed in writing for cosmetic cases
- ☐ Payment collected before or on the day for self-pay
- ☐ Medical or dental claim route decided for dental cases

Records

- ☐ Anesthesia record for every case
- ☐ Records stored securely and retrievable
- ☐ Reporting by office so you can see which relationships pay off

Notes