

COVID-19

Member Support & Action!



Pennsylvania
MEDICAL SOCIETY®

ADVOCATE. EDUCATE. NAVIGATE.

MEDICAL PRACTICE REOPENING CHECKLIST

✓ Prior to Reopening

- Construct a financial and staffing plan
- Develop and implement safety protocols
- Assess the supply of PPE
- Consider the role telehealth will play in reopening
- Update EHR for new codes and billing requirements
- Clearly communicate with patients about practice changes
- Be watchful of supply chain issues
- Review and update emergency preparedness plan
- Review patient consent forms
- Care for vulnerable populations
- Prioritize delayed care

✓ Financial Management

- Consider the capital needs of the practice and available funding sources
- Address accounts payable
- Plan to meet existing obligations
- Develop a monthly budget
- Talk to vendors
- Tackle accounts receivable appropriately
- Verify patient contact and insurance information
- Analyze revenue streams
- Prepare for the new normal

✓ Staffing Considerations

- Right size physician and staff work force
- Communicate with staff about practice changes
- Review Human Resources information
- Provide refresher training for all staff
- Plan for absences and alternate coverage
- Consider options for vulnerable staff
- Give extra care and attention to the emotional and physical needs of staff

✓ Universal Safety Precautions

- Maintain physical distancing
- Require universal face covering
- Implement strict sterilization procedures
- Continue to use telehealth
- Pre-screen patients for COVID-19 symptoms
- Preservation of PPE
- Establish a return to work policy for infected staff

For more details on this information and additional resources, visit

www.pamedsoc.org/coronavirus

Knowledge Center: 855-726-3348

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Reopen with Confidence!