



Checklist

Map out the process

- Determine the upfront costs of starting a business, and consider loans if necessary.
- Research the steps to start a business and identify outside help like accountants, business strategists, and marketing firms.
- Consider why you want to start a business, and identify your target audience.
- Choose your company name.
- Write your business plan. Writing your plan will force you to create robust processes and timelines that will undoubtedly help guide you through the rest of the process.

Incorporate your business

- Locate an office space. Consider whether you will also offer virtual care.
- Select your financial and legal structure (LLC, SCORP, CCORP).
- Register your business.
 - Get a federal EIN
 - Register your business with your state. Requirements vary state by state
- Determine whether you need a state tax ID.
- Open a business bank account (must have a federal EIN)

Setting up your ABA practice

- Create a CAQH profile.
- Credential with your preferred insurance carriers. (Remember, the process takes 30-120 days)
- Get an NPI for yourself and your staff.
- Determine your private and insurance billing rate.
- Estimate cash flow and determine employee salaries.
- Get general liability and professional liability insurance.
- Comply with any workers' compensation requirements in your state.
- Consider accreditation with the Behavioral Health Center of Excellence (BHCOE).

Create business operations and clinical procedures

- First, consider an ABA practice management software to streamline your procedures and operations.
- Create client intake forms and procedures for client onboarding.
- Create policies and procedures to help you hire and train staff.
 - Job descriptions, applications, offer letters, training materials
- Craft a benefits package.
- Create a competency metric for staff.
- Create a payroll system.
- Create robust policies and procedures in place for home-based and clinic-based services.
- Design data collection procedures and standard treatment plans.

Marketing

- Create a website and launch social media accounts.
- Contact local doctor's offices and schools. Attend important networking events.

Looking Ahead

- Join ABA profession associations like the Association for Behavior Analysis International (AIBA) and the Association of Professional Behavior Analysts (APBA).
- Create yearly goals and create roadmaps to achieve these objectives.

ArtemisABA: Comprehensive Data Collection

ArtemisABA's practice management solution offers ABA providers an integrated system that allows them to collect various ABA data with unmatched comprehensiveness. For example, the software enables providers to capture session notes and signatures in one cloud-based solution easily. It allows providers to adjust the software to meet their unique practice needs. And it integrates all of that data collection into a complete system that provides tools for scheduling, billing and other business services.

With Artemis, you will achieve:

- Quick and easy recurring appointment scheduling for clients
- Prevent scheduling errors with a fully integrated platform that ensures 100% accuracy every time
- Optimize transparency with multiple scheduling views with options suited for every team member
- Change locations, providers, activities without re-entering data, and much more
- Get automatic alerts if there are scheduling conflicts or authorization issues

