



All Brains Belong VT

Neuroinclusive Healthcare & Community

Guide to Starting your Neurodiversity-Affirming Private Practice - Tips from All Brains Belong VT

Step 1	Build your village • Make a decision about billing - Will you do your own? - Will you outsource? If so, choose a medical billing company • Join your specialty's state professional association (e.g., VOTA, VSHA, VTAAFP) • Optional: Find an accountant
Step 2	Establish your business. • Choose a business name • Choose a business type. Most solo practitioners choose to establish as an LLC but we recommend discussing this with your accountant or attorney. • Register online with state's Secretary of State – in Vermont: https://sos.vermont.gov/corporations/registration/ • If you think you will one day have employees or if you have a business type other than sole proprietorship or single member LLC, apply for a federal employer ID number (FEIN) with the IRS: https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online
Step 3	Apply for professional liability (malpractice) insurance • ABB uses ProAssurance for medical malpractice and we have been very happy • Ask your local professional organization (here in Vermont, many OTs use HPSO and many SLPs use Mercer) • Consider working with an insurance broker to gather multiple quotes and quarterback applications and follow-up.
Step 4	Apply for a National Provider ID number (NPI)
Step 5	Credential with insurance companies (You can hire someone to do this)
Step 6	Practice-specific logistics • Note keeping • Medical billing • More
Resources	• FormDr (cheapest package \$29/mo) • Google Business Standard (\$6/mo) • RXNT if you want an electronic health record (or at least e-prescribing) • Scheduling system: Cheapest HIPAA compliant self-scheduling is Bookafy