

Pathway to Practice Guide

Estimated Best Practice Timeline for individual task completion

- ☐ 0-3 months
- ☐ 3-6 months
- ☐ 6+ months

Applies to:

All practicing physicians in New Brunswick

Physicians starting a private medical practice in New Brunswick

Submitting Credentials and Obtaining Medical License from CPSNB		Privileges	Business Considerations	Financial Planning	Technology	Furniture, Equipment, and Supplies
<input type="checkbox"/>	Register with the College of Physicians and Surgeons of New Brunswick (CPSNB). <a href="mailto:registration@cpsnb.org">registration@cpsnb.org</a>	<input type="checkbox"/> Finalize the acquisition of privileges with your privileging advisor.	<input type="checkbox"/> Determine an administrative structure and decision making framework.	<input type="checkbox"/> Consider financing options, if applicable.	<input type="checkbox"/> Evaluate and select an EMR (Electronic Medical Records) system. <a href="#">NBMS - EMR HUB</a>	<input type="checkbox"/> Assess furniture and equipment needs based on the business plan.
Join NBMS		<input type="checkbox"/> Maintain & renew your privileges with your privileging advisor.	<input type="checkbox"/> Decide whether or not to incorporate your business.	<input type="checkbox"/> Open a business banking account.	<input type="checkbox"/> Set up phone and internet services.	<input type="checkbox"/> Identify required supplies for various office functions.
<input type="checkbox"/>	Join the New Brunswick Medical Society.  <a href="#">Student Application</a> <a href="#">Resident Application</a>  Additional Support: <a href="mailto:support@nbms.nb.ca">support@nbms.nb.ca</a>	<div>Medicare</div> <input type="checkbox"/> Register with Medicare.	<input type="checkbox"/> Develop a roadmap for clinic planning and growth.	<input type="checkbox"/> Establish a payment method to process client transactions, if necessary.	<input type="checkbox"/> Develop privacy and security measures for patient information.	<input type="checkbox"/> Place orders for necessary supplies.
Secure a position with a Regional Health Authority (RHA)		<input type="checkbox"/> Ensure all required billing accounts are requested and set up.	<input type="checkbox"/> Choose and consult with financial and legal professionals.	<input type="checkbox"/> Establish a bookkeeping process.	<input type="checkbox"/> Establish a virtual care system (I.e. Teams), if applicable.	<input type="checkbox"/> Install furniture and equipment in the clinic.
		<input type="checkbox"/> Complete Delegate Authorization form (if assigning delegate).	<input type="checkbox"/> Determine clinic organizational structure and define core values.	<input type="checkbox"/> Set up CRA business registration.	<input type="checkbox"/> Review and finalize IT (Information Technology) best practices for clinic operations.	<div>Other Considerations</div> <input type="checkbox"/> Set up utilities and arrange for janitorial services.
		Additional Information: <a href="#">Medicare Payments, Account, and Delegate Authorization Forms</a>		<input type="checkbox"/> Build your clinics Mission, Vision, and Value statements.	<div>Location Planning</div> <input type="checkbox"/> Determine space requirements based on the business plan.	<input type="checkbox"/> Ensure all technology is properly set up and tested.
<input type="checkbox"/>	Secure a position with a Regional Health Authority.  Horizon: <a href="mailto:physiciancareers@HorizonNB.ca">physiciancareers@HorizonNB.ca</a> Vitalité: <a href="mailto:emploismd.mdjobs@vitalitenb.ca">emploismd.mdjobs@vitalitenb.ca</a>	<div>Insurance</div> <input type="checkbox"/> Apply for CMPA membership. <a href="#">How to apply?</a>	<div>Business Registration Requirements</div> <input type="checkbox"/> Register with the New Brunswick Business Registry.  <a href="#">SNB Corporate Registry</a>	<input type="checkbox"/> Contact commercial real estate or leasing professionals to explore potential locations.		<input type="checkbox"/> Develop a Business Continuity plan (I.e. emergency plan, risk assessment).
Compensation Model		<input type="checkbox"/> Explore NBMS insurance offerings through OMA.  Web: <a href="http://OMAInsurance.com">OMAInsurance.com</a>  NB Direct Contact - <a href="mailto:Venessa.Cormier@OMA.ORG">Venessa.Cormier@OMA.ORG</a>	<input type="checkbox"/> Apply for a municipal/city business license.  Contact your municipal office or consult their official website.			
<input type="checkbox"/>	Select compensation model type with Health Authority.	<input type="checkbox"/> Confirm that your insurance policies are active and sufficient.	<div>Staffing</div>			
		<input type="checkbox"/>	<input type="checkbox"/> Assess staffing needs and develop detailed job description(s) and job posting(s). Include: key responsibilities, qualifications, experience/ education.	<input type="checkbox"/> Offer employment contract to selected candidate(s).	<input type="checkbox"/> Refer to NBMS HR Toolkit 4 modules. 1) Recruitment 2) Onboarding 3) Development 4) Offboarding <a href="#">NBMS HR Modules</a>	<input type="checkbox"/> Share office policies and workflow processes with the team. (I.e. Confidentiality Agreement, Emergency preparedness plan, Employee handbook).
			<input type="checkbox"/> Start advertising the required positions.	<input type="checkbox"/> Conduct onboarding for all staff members.	<input type="checkbox"/> Determine and develop office policies and workflow processes.	<input type="checkbox"/> Research coverage details and apply for WorkSafeNB.
			<input type="checkbox"/> Interview and rate candidates for all positions.	<input type="checkbox"/> Complete new employee documentation.		
				<input type="checkbox"/> Set up payroll.		

For additional details and support, please contact NBMS Practice Support.  
[Practicesupport@nbms.nb.ca](mailto:Practicesupport@nbms.nb.ca)