GOJI GUIDE

Open an acupuncture practice: launch checklist

Work in order from permission to practice through a complete test visit. Check an item only when you have the document, confirmation or working process that proves it is done.

PERMISSION TO PRACTICE

- [ ] My license is active for every state where I will treat patients
- [ ] I checked my board's current scope, supervision, advertising and renewal rules
- [ ] Professional liability coverage is active before my first treatment

BUSINESS AND MONEY

- [ ] My business structure, legal name and any DBA are registered where required
- [ ] I checked state, county and city licenses, permits and tax registrations
- [ ] I confirmed whether I need an EIN and obtained one directly from the IRS if needed
- [ ] Business income and expenses stay in a dedicated bank and bookkeeping system
- [ ] I have a plan for recordkeeping, estimated taxes and payroll or contractors

PRACTICE MODEL

- [ ] Each service has a patient-facing name, length, price and payment policy
- [ ] I validated the first patient group, local demand and realistic referral relationships
- [ ] My startup budget and cash runway include slow early patient volume
- [ ] I decided whether I am cash-pay, out-of-network, in-network or a documented mix
- [ ] I confirmed which individual or organization NPI records my billing workflow needs
- [ ] Any payer enrollment or credentialing I rely on is complete before I advertise coverage

SPACE AND SAFETY

- [ ] The lease or room agreement permits my services, signage, hours and patient traffic
- [ ] Equipment, consumables, emergency supplies and reorder points cover a full working day
- [ ] Zoning, occupancy, fire, building and home-business requirements are cleared
- [ ] Patients can enter, move through and use the practice with needed accommodations
- [ ] Written infection-control, cleaning and exposure-response procedures are ready
- [ ] Sharps containers are at the point of use and regulated-waste pickup is arranged
- [ ] Employee safety duties, including bloodborne-pathogen requirements, are addressed

PATIENT OPERATIONS

- [ ] Patient records have access controls, backups, retention rules and an exit plan
- [ ] I determined which federal and state privacy rules apply and reviewed every patient-data vendor
- [ ] Intake, informed consent, privacy and financial-policy documents are ready
- [ ] My workflow can provide required Good Faith Estimates to uninsured or self-pay patients
- [ ] Scheduling, reminders, cancellations, payments, receipts and superbills have been test-run
- [ ] Emergency, incident, needlestick and patient-complaint procedures are easy to reach

OPEN AND GET FOUND

- [ ] My website shows accurate services, prices, location details and one clear next step
- [ ] My Google Business Profile is eligible, verified and matches the real practice
- [ ] A test patient completed booking, arrival, forms, treatment, payment and follow-up
- [ ] My first patients know exactly how to book and what to expect

Guide and explanations

This checklist is a planning aid, not legal, tax, insurance, infection-control or compliance advice. Confirm current requirements with the relevant licensing board, government agency and qualified advisor.