



The University of Georgia

Small Business Development Center

Medical Practice Consulting

The University of Georgia Small Business Development Center offers medical practice consulting services geared to improving efficiencies and profitably. There is no charge for the consulting, which depending on the needs of the practice, can focus on any (or all) of the following areas:

Financial: Cash flow, accounts receivable, profitability (including detailed cost analysis of most common procedures).

Work Flow: Time and efficiency analysis of the patient experience process

HR: Analysis of duties and roles of practitioners and staff in the practice

Coding: We are not experts in medical coding. However, we can analyze how the coding process might be improved based on staff functions and responsibilities and insurance filing procedures.

Typical Consulting Process:

- **Initial Meeting:** With medical practice owner(s) or management team to determine focus and scope of engagement. This meeting will result in a letter of engagement specifying what will be analyzed, the information required from the practice (for example: financial documents, scheduling information, employee job descriptions), an estimate of time to completion and deliverables.
- **On-site visit:** SBDC consultant(s) will need to spend time at the practice and have access to various personnel depending on the nature of the analysis. The SBDC teaches practice management courses for medical students and if the practice is in agreement, some students may participate in the consulting engagement. If so, the inclusion of the students would be agreed to in advance.
- **Analysis and writing of report:** By SBDC consultants
- **Presentation of findings:** A meeting with the practice's owner(s) or management team to present the SBDC's report and recommendations.

Depending on the scope of the analysis, the presentation of findings is typically made between two to three weeks after the on-site visit. For more information, please contact:

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