Continuing Services

The following is a summary of practice areas we address with our clients on a regular basis with the objective of improving and refining practice procedures and routines:

Accounting
- Prepare monthly financial reports
- Provide monthly graphical analysis
- Perform divisional accounting for multispecialty groups and satellite offices

Billing
- Assist in monitoring accounts receivable
- Recommend accounts receivable procedures
- Advise on best methods for optimum collections
- Fee analysis (personal and insurance)

Consultant Visits
- Regular on-site consultant visits
- Interim projects
- Unlimited off-site research by CLSA staff
- Interim telephone and e-mail consultations

Human Resources
- Recommend pay rates and benefits
- Determine proper staffing needs
- Assist in resolving personnel problems
- Review and advise on personnel policies
- Develop personnel policy manuals
- Advise on regulatory issues (FMLA, ADA, etc.)
- Initiate performance evaluation program

Insurance Contracting
- Advise on contract negotiation systems and processes
- Provide contracting strategies
- Analyze carrier reimbursements

Insurance Review
- Assist in evaluating insurance needs for:
  - Professional liability
  - Business coverage
  - Employee benefits

IT Decisions
- Evaluate practice management software
- Assist with selection of appropriate systems
- Advise on IT/network infrastructure

Marketing
- Provide marketing recommendations
- Assist in developing patient/referring physician satisfaction surveys

Office facilities
- Expansions
- Revisions
- Relocation
- Layout design

Physician Compensation
- Calculate productivity/bonus distributions
- Assist with recommendations and development of equitable compensation plans

Practice Agreements
- Make detailed recommendations to attorneys for preparation of:
  - Employment agreements
  - Practice Buy/Sell agreements
  - Operating agreements
  - Lease agreements
  - Building agreements

Practice Expansion
- Recommend ancillary services
  - Development of satellite offices
  - Assist with mergers and acquisitions
  - Advise on alternate healthcare delivery systems
  - Long-range planning

Practice Finances
- Analyze income and overhead expenses
- Recommend ways to reduce overhead
- Income and expense statistical ratios
- Overall profitability
- Budgeting
- Cash flow projections

Tax Planning and Minimization
- Corporate year-end closings
- Prepare all tax returns (personal optional)
- Develop tax strategies
- Tax audit representation
- Respond to all IRS and state agency notices