

New Practice Checklist

Absences - notification procedure	
Accountant	
Accounting software	
Address - change	
Address - clients, organisations	
Advertising	
After hours contact - emergency	
Agreements staff	
Alarm security	
Appointment software	
Bank account electronic	
Banking procedures	
Budget	
Brochure practice	
Bulletin board - directory phone nos	
Business registration & GST	
Cash/valuables storage	
Check any meter readings	
Cleaning	
Commitments register	
Computer	
Confidentiality code	
Contact lists - staff, clients	
Contaminated waste	
Courier	
Depreciation schedule	
Disposal of garbage	
Email	
Electricity	
Electronic billing / receipting	
Envelopes	
Equipment maintenance schedule	
Establishing information links	
Fax	
Filing numbering	
Filing storage	
Fire, emergency procedures	
First Aid Kit	
Forward planning register	
Fridge	
Front door - bell etc	

Local organisations	
Lunch hour procedure	
Maintenance contacts	
Medical Recorss electronic /manual	
Medical supplies	
Meeting schedules	
Mobile / cell phone	
Monitor cash situation	
Newspapers/magazines	
Occupation health provider	
Opening official invites	
Opening/closing daily	
Ordering of domestic supplies	
Ordering of stationery etc	
Parking	
Pathology	
Photocopier / multifunction	
Postage - box, delivery	
Printing	
Probation - performance review	
Procedure manuals	
Professional liaisons/referrals	
Provider numbers	
Purchase order - book or software	
Radiology	
Recycling	
Register of alterations to plans	
Register of reports	
Register of statistics	
Rent payments	
Reporting of incidences	
Security	
Shelving, cupboards	
Shredding of documents	
Signage	
Staff amenities	
Staff records	
Stationery	
Steriliser	
Sub lease	
Superannuation	

Furnishings clients	
Furnishings staff	
Group employer registration	
Hours of work & recording	
Induction staff	
Injury & risk management register	
Insurances - contents, liability etc	
Key register	
Keys - copy, master, secure	
Lease - signed, stamped	
Leave roster	
Letterhead printed electronic	

Taxation/FBT registration	
Telephones	
Toilet	
Transport maps/diagrams	
Travel expenses	
Unattended office	
Uniforms	
Visitors, canvassers	
Wages records electronic	
Water	
White and yellow pages	
Go back - add any local issues	