

## Visiting the practice – our check list

This isn't a definitive list, but a starting point to get you thinking about all aspects of the practice you are considering purchasing.

- ☐ Upon arrival is it welcoming?
- ☐ Signage and potential
- ☐ Street appeal. What's your first impression?
- ☐ Décor and furnishings
- ☐ Room by room review
- ☐ Equipment
  - maintenance/service logs
  - warranties
  - does it need upgrading?
- ☐ Confirm exactly is for sale
- ☐ Get answers to your questions
- ☐ Take pictures and videos
- ☐ Exact reports – ask for up to date information
- ☐ What types of treatment are being provided
- ☐ Demographics/age of patients
- ☐ Does the practice have any government contracts?
- ☐ Staffing
- ☐ Do they use Exact or another practice management software package?
- ☐ Do they use Xero, MYOB or something similar?
- ☐ Do they use Smartly or another payroll system?
- ☐ Is there room for more surgeries and expansion?
- ☐ Is there a separate management company operating as part of the practice?
- ☐ Is there easy access for parking and disabled?
- ☐ What is the staff area like?
- ☐ Is there adequate storage/filing areas?
- ☐ What is the existing lease period?
- ☐ Does the lease have a renewal clause in place?
- ☐ If they own the premises – what are their plans for it?
- ☐ Are they selling all the equipment?
- ☐ Does any existing equipment need replacing or is there any new equipment planned?
- ☐ Do they have service plans and warranties for the equipment?
- ☐ Is the equipment certified? (radiation licenses, etc.)



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- ☐ Where do they currently advertise? (Newspaper, billboards, phone book, online)
- ☐ Is the practice still taking on new patients?
- ☐ Can patients book appointments online via the website?
- ☐ Is the website and social media up to date?
- ☐ Do they have administrative control of their website, domain name, SEO, AdWords, etc.?
- ☐ Have they trademarked the brand?
- ☐ How often do they communicate with their patients?
- ☐ Is their patient recall process automated using text messages?

Please contact us if you have any questions.