

PROVIDERS CONSULTANT



FREE GP PRACTICE SETUP READINESS CHECKLIST

AUSTRALIA 2026 • Premium Healthcare Business Resource

A practical starting point for doctors, healthcare entrepreneurs and practice owners planning a new GP practice. Prepared to help you identify readiness gaps before you commit time and capital.



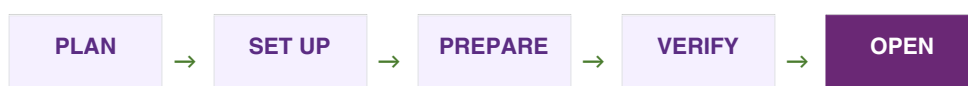
Prepared by Providers Consultant
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General information only. Requirements may vary. Always verify current requirements with the relevant authorities and professional bodies. This checklist does not constitute legal, regulatory or clinical advice.



Before You Open: Know What Needs to Be Ready

Opening a GP practice involves more than securing premises and hiring doctors. Owners may need to consider business structure, premises, registrations, privacy, clinical governance, workforce, documentation, technology, billing, compliance and operational readiness.



How to use this checklist

- ✓ Tick items that have been completed.
- ✓ Mark items requiring professional advice.
- ✓ Keep supporting documents organised in one folder.
- ✓ Verify requirements that apply to your specific practice model.
- ✓ Review the checklist before opening and periodically during setup.

■ ■ **Important:** Requirements may vary depending on your practice structure, location and services. Confirm current requirements with the relevant Australian authority or professional body.



1 Business & Practice Planning

- ☐ Define the practice model and services
- ☐ Identify the target patient population
- ☐ Determine the ownership/business structure
- ☐ Develop a preliminary business plan
- ☐ Prepare a startup and operating budget
- ☐ Estimate staffing requirements
- ☐ Determine expected consultation and service capacity
- ☐ Research local market demand and competing practices
- ☐ Define the practice's service offering
- ☐ Establish financial controls and bookkeeping processes
- ☐ Determine billing and payment processes
- ☐ Identify professional advisers where required

Questions to answer before moving forward

- What services will the practice provide?
- Who will own and operate the practice?
- What are the expected startup and ongoing costs?
- What staffing model will be required?
- What makes the practice different?





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Registration, Legal & Compliance Considerations

Consider which are as may apply to your proposed practice. Not every item applies to every model.

- ☐ Confirm appropriate business registration requirements
- ☐ Confirm applicable tax and business obligations
- ☐ Confirm professional registration requirements for practitioners
- ☐ Determine whether Medicare-related requirements apply to the intended service model
- ☐ Review applicable state/territory healthcare requirements
- ☐ Identify required licences, permits or registrations
- ☐ Review privacy and health-information obligations
- ☐ Establish processes for handling patient information
- ☐ Review applicable workplace health and safety obligations
- ☐ Review insurance requirements
- ☐ Identify professional indemnity requirements
- ☐ Identify public liability and other relevant business insurance
- ☐ Medicare provider numbers for each GP and practice location
- ☐ PRODA and HPOS access
- ☐ Practice registration and organisation details
- ☐ Medicare claiming setup
- ☐ Bulk billing and private billing arrangements
- ☐ Relevant MBS item requirements
- ☐ DVA billing where applicable
- ☐ Provider number and location requirements
- ☐ Medicare payment arrangements

MyMedicare

- ☐ Determine whether the practice will participate in MyMedicare
- ☐ Review applicable Organisation Register requirements
- ☐ Confirm GP and provider-number linking requirements



3 Clinic Premises & Facility Readiness

- ☐ Select an appropriate location
- ☐ Confirm zoning/planning considerations
- ☐ Review lease terms before committing
- ☐ Assess accessibility requirements
- ☐ Plan reception and waiting areas
- ☐ Plan consultation rooms
- ☐ Consider treatment/procedure areas where applicable
- ☐ Assess infection prevention and control requirements
- ☐ Plan patient privacy within the premises
- ☐ Review accessibility for people with disability
- ☐ Plan storage for clinical and patient records
- ☐ Establish waste-management arrangements
- ☐ Review emergency and safety requirements
- ☐ Confirm utilities, internet and communication requirements
- ☐ Review signage requirements

Premises questions

- Is the location accessible?
- Does the layout support patient privacy?
- Is there sufficient room for future growth?
- Does the premises support the services being offered?





4 Policies, Procedures & Documentation

- ☐ Practice governance documentation
- ☐ Patient privacy policy
- ☐ Patient complaints and feedback process
- ☐ Incident management process
- ☐ Risk management process
- ☐ Infection prevention and control procedures
- ☐ Emergency procedures
- ☐ Clinical documentation processes
- ☐ Patient consent processes Health-
- ☐ information management procedures Staff
- ☐ induction procedures
- ☐ Staff training records
- ☐ Workplace health and safety procedures
- ☐ Business continuity arrangements
- ☐ Relevant clinical policies and procedures

■ **Document Control Tip:** Keep policies version-controlled and establish a process for reviewing them regularly. Assign a document owner and review date for each policy.



5 Technology & Practice Management Systems

- ☐ Select practice management software
- ☐ Set up appointment scheduling
- ☐ Establish patient registration processes
- ☐ Set up secure patient record systems
- ☐ Configure billing/payment systems
- ☐ Establish Medicare-related billing processes where applicable
- ☐ Set up secure email and communication systems
- ☐ Implement cybersecurity controls
- ☐ Establish data backup procedures
- ☐ Control staff access to sensitive information
- ☐ Set up website and online appointment functionality where required
- ☐ Configure phone systems
- ☐ Establish digital consent/documentation processes where applicable



■ **Security Note:** Patient information requires appropriate privacy and security controls. Ensure systems meet applicable Australian privacy requirements and restrict access on a need-to-know basis.



6 Workforce Readiness

- ☐ Determine required clinical roles
- ☐ Determine required administrative roles
- ☐ Verify practitioner registration requirements
- ☐ Verify relevant qualifications and credentials
- ☐ Establish employment/contractor arrangements
- ☐ Prepare employment documentation
- ☐ Create staff onboarding procedures
- ☐ Establish induction and training processes
- ☐ Define staff responsibilities
- ☐ Establish performance and supervision processes where applicable
- ☐ Maintain required staff records
- ☐ Establish workplace health and safety procedures
- ☐ Plan workforce coverage and leave arrangements

■ **Before hiring:** Make sure the staffing model matches the services, patient volume and operating hours you intend to provide.



7

Clinical Governance & Quality Readiness

Clinical governance is an important part of establishing safe and effective health care services. Consider how quality and safety will be monitored and improved.

- ☐ Define clinical governance responsibilities
- ☐ Establish quality-improvement processes
- ☐ Establish incident reporting and review processes
- ☐ Establish clinical risk-management processes
- ☐ Establish complaints and feedback processes
- ☐ Review infection prevention and control processes
- ☐ Establish appropriate record-keeping processes
- ☐ Establish processes for monitoring quality and safety
- ☐ Determine whether accreditation is relevant to the practice
- ☐ Identify applicable accreditation standards or programs
- ☐ Prepare evidence/documentation where accreditation is pursued

Accreditation Readiness

- ☐ Determine whether accreditation is relevant to the practice
- ☐ Identify the applicable RACGP standards and accreditation pathway
- ☐ Confirm current accreditation requirements before implementation
- ☐ Review current RACGP guidance and transition arrangements

Emergency Readiness

- ☐ CPR training requirements
- ☐ AED availability and maintenance
- ☐ Emergency equipment
- ☐ Emergency response procedures
- ☐ Staff knowledge and competency in emergency procedures



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Financial & Operational Readiness

- ☐ Open appropriate business banking arrangements
- ☐ Establish accounting/bookkeeping systems
- ☐ Define consultation fees
- ☐ Determine billing arrangements
- ☐ Establish payment collection processes
- ☐ Determine applicable Medicare billing arrangements
- ☐ Establish invoicing processes where applicable
- ☐ Establish payroll processes
- ☐ Track operating expenses
- ☐ Create a cash-flow forecast
- ☐ Establish financial reporting
- ☐ Review relevant insurance arrangements
- ☐ Establish supplier/vendor management
- ☐ Create an equipment procurement plan



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Medicines & Vaccines

- ☐ Medication storage
- ☐ Cold-chain management
- ☐ Vaccine refrigerator
- ☐ Temperature monitoring
- ☐ Vaccine storage procedures
- ☐ Medication security
- ☐ Expiry-date checks
- ☐ Medication disposal
- ☐ Emergency medicines
- ☐ Schedule 8 medicine requirements (where applicable)



10 Medical Waste & Pathology

Medical Waste

- ☐ Clinical waste
- ☐ Sharps disposal
- ☐ Pharmaceutical waste
- ☐ Cytotoxic waste (where applicable)
- ☐ Waste contractor arrangements
- ☐ Waste storage requirements
- ☐ Cleaning procedures

Pathology & Diagnostics

- ☐ Pathology collection arrangements
- ☐ Pathology provider agreements
- ☐ Test-ordering processes
- ☐ Results management
- ☐ Imaging referrals
- ☐ Specialist referrals
- ☐ Tracking outstanding results
- ☐ Patient notification processes



11 Before Your GP Practice Opens

- ☐ Premises are ready
- ☐ Required registrations/approvals have been reviewed
- ☐ Required practitioner registrations have been confirmed
- ☐ Insurance arrangements are in place
- ☐ Policies and procedures are organised
- ☐ Practice management software is operational
- ☐ Patient records system is ready
- ☐ Billing/payment processes are tested
- ☐ Staff have completed onboarding
- ☐ Emergency procedures are available
- ☐ Privacy and information-security processes are implemented
- ☐ Clinical supplies and equipment are ready
- ☐ Reception and patient-flow processes are tested
- ☐ Website/contact information is live where applicable
- ☐ Appointment booking system is tested
- ☐ Staff know their responsibilities
- ☐ Final compliance/readiness review completed
- ☐ Medicare/provider-number readiness
- ☐ Medicines and vaccines processes ready
- ☐ Medical waste processes established
- ☐ Pathology/results processes established
- ☐ Workforce credentialing completed

READY TO OPEN?

Do not rely on assumptions. Review every applicable requirement before opening.



12 Your GP Practice Readiness Score

Self-assess where you are across each readiness area. Tick one per row.

Category	Not Started	In Progress	Ready
Business Planning	☐	☐	☐
Registration & Compliance	☐	☐	☐
Premises	☐	☐	☐
Policies & Documentation	☐	☐	☐
Technology	☐	☐	☐
Workforce	☐	☐	☐
Clinical Governance	☐	☐	☐
Finance & Operations	☐	☐	☐
Emergency Readiness	☐	☐	☐
Clinical Operations	☐	☐	☐

What happens next?

If several areas are marked **Not Started**, consider getting professional guidance before committing significant time or money to the setup process. Document gaps, prioritise compliance-critical items, and seek advice where required.



PLANNING YOUR GP PRACTICE?

Get professional guidance on your practice setup and compliance readiness.

Providers Consultant can help prospective practice owners understand the key areas that need to be considered during the setup process, organise documentation and prepare for applicable compliance and readiness requirements.

■ Practice Setup Guidance

Understand key steps and sequencing for establishing your GP practice.

■ Compliance & Documentation

Organise policies, procedures and readiness documentation.

■ Readiness Support

Identify gaps before opening and prepare for operational readiness.

■ Professional Consultation

Speak with an experienced healthcare business consultant.

BOOK A FREE CONSULTATION

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Important Information

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Useful Resources

- Australian Government Department of Health and Aged Care – health.gov.au
- Australian Health Practitioner Regulation Agency (AHPRA) – ahpra.gov.au
- Australian Commission on Safety and Quality in Health Care – safetyandquality.gov.au
- Royal Australian College of General Practitioners (RACGP) – racgp.org.au
- Services Australia – servicesaustralia.gov.au
- Relevant state or territory health authority – check your local jurisdiction

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