

Healthcare Delivery System Model Guidelines

How do I get started on this project?

1. Determine the kind of office you will build and what healthcare services you will provide. Do you want a partner(s)?
2. Determine what will you do in this office? (provide a list of services) Any lab work? Any x-rays? Any surgeries? Who pays bills and keeps records?
3. How many patients do you want to see per day in your building? (This will help you determine how many employees that you need.)
4. Make a list of whom you will employ to meet the demands of the number of patients you plan to have per day (such as 2 medical assistants, 2 dental hygienists, 3 office personnel, office manager, assistants, etc.). Use your textbook or other resources to find duties of (3) various workers, education, and average starting salary for each employee.
5. Create and use your own organizational structure chart for your clinic.
6. Make a classified ad for the local newspaper for one position that will be needed in your business. (Do you want to advertise a salary and benefits?)
7. Draw your blueprint of your “dream” healthcare office. Include all rooms, including storage places, furniture needed, and dimensions of each room. You will need to walk us through and explain what services are provided in each room. You may use the computer to use to help create your plan. Website resources: www.floorplanner.com & <http://www.smallblueprinter.com/floorplan/floorplan.html>
8. Make a flyer to advertise your business. (Be sure to advertise your hours and days that you will be open.)
9. Open your business and be successful.

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