



CHECKLIST FOR STARTING or WORKING IN PRIVATE PRACTICE

PRACTICE NAME: _____

TASK ITEM	PERSON RESPONSIBLE	DATE STARTED	DATE COMPLETED	COMMENTS
Review the physical environment				
• Conduct a site audit for cabling, data points, etc				
• Ensure computer locations allow for good ventilation/air-conditioning				
• Ensure the server location is secure and well ventilated				
• Determine the Internet speed and capabilities for the site				
• Ensure correct cabling has been installed				
• Ensure the hardware (e.g. monitors, printers) fits the available space				
• Contact Telstra to identify local Telstra exchange to ensure Internet and phone availability				

TASK ITEM	PERSON RESPONSIBLE	DATE STARTED	DATE COMPLETED	COMMENTS
• Review power circuits, circuit boards and electrical circuits to ensure they are able to accommodate equipment requirements				
Assessing Software				
• Make a list of the needs that the software must be able to fulfill, e.g. off-site access, remote access				
• Test and assess a number of software packages – review suitability for general and specialist practice, connectivity between practice management, clinical and accounting software				
• Discuss with colleagues their experiences with various software packages				
• Review information relating to upfront and ongoing costs for software including licensing, training and upgrades				
• Determine hardware requirements for chosen software				
Hardware				
• Ensure hardware components are compatible with each other as well as the software				
• Ensure there is built in redundancy with hardware and peripherals.				
• Check that equipment will meet current and future needs (consider depreciation schedule)				

TASK ITEM	PERSON RESPONSIBLE	DATE STARTED	DATE COMPLETED	COMMENTS
• Ensure hardware to be used for remote access is suitable				
• Assess warranty specifications of equipment, including length of warranty, on-site vs return-to-base, parts only, etc.				
Networking				
• Ensure computers and peripherals are appropriately networked				
• Ensure remote log in set up (if required) is functional and secure				
• Ensure wireless networking (if required) is functional and secure				
• Ensure Internet access is secure; firewall is installed and tested				
Other Set up Requirements				
• Ensure all doctors, staff and sub contractors have individual log ins and passwords allowing access at an appropriate level				
• Enable secure administrator log in				
• Apply for and install relevant software, e.g. PKI, HIC Online, HiCaps, pathology and radiology download software				
• Develop and implement back up strategy including an off-site back up option				
• Ensure staff are trained to monitor results of back up process				

TASK ITEM	PERSON RESPONSIBLE	DATE STARTED	DATE COMPLETED	COMMENTS
• Develop, document and implement and disaster recovery plan				
• Develop, document and implement an email and Internet usage policy for staff and sub contractors				
• Anti virus software is installed on all computers; automatic updating and running of the virus definitions is scheduled				
• Consider installation of Internet filtering software to limit access to undesirable web sites, social networking sites, etc.				
• For General Practices – ensure the practice meets the Standard 4.2 – Management of Health Information of the RACGP's Standards for General Practice				
• For General Practices – Ensure the practice meets the HIC's Practice Incentive Program (PIP) requirements for Information Management/Information Technology				
• Develop and implement an IT training schedule				
• Register a domain name				
• Organise an email/web host				
• Set up email addresses (use positions rather than names for staff email addresses, e.g. reception@practicename.com.au)				

TASK ITEM	PERSON RESPONSIBLE	DATE STARTED	DATE COMPLETED	COMMENTS
<ul style="list-style-type: none"> • Ensure asset register includes all IT hardware, software and peripherals including serial numbers (also critical for insurance purposes) 				
<ul style="list-style-type: none"> • Ensure all product keys and passwords are kept in a secure locaiton 				
<ul style="list-style-type: none"> • Develop a computer/IT maintenance plan 				
<ul style="list-style-type: none"> • Make an appointment with A J Technology to discuss the hassle-free IT set up of your new practice 				

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