

Completing that New Project - Successfully

By W. Neal Carris, CPA

We have all been in that meeting when someone suggests a new groundbreaking idea that just has to be implemented as soon as possible. And we all remember how, three months after the meeting, everyone has forgotten about that idea that would have set our practice apart and we're moving on to the next idea that won't be implemented successfully. Before your practice tries to adopt its next big idea, such as electronic medical records, updating your accounting system or implementing a fraud and theft prevention program, read this article. We have compiled some suggestions that will help you lay the groundwork for your next project – large or small.

After the idea is suggested, it makes sense to ensure that your team – whoever will be involved with the project – understands why your practice is undertaking this endeavor. Explaining the benefits, risks and rewards for any new project will help start things off on the right foot. It may also help you with the next step, which is obtaining buy in. Ensure that the other physicians in your practice understand what steps you are going to be taking, why they are important to the overall success of the practice and how you can help keep them in the loop. Garnering their approval can spell the difference between success and disastrous failure.

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The next step can be one of the hardest to maintain: Commit! Ensure that you and your staff have embraced the project fully. Half-hearted commitment will lead to half-hearted results – or no results at all. You should also evaluate the strengths and weaknesses of those working on the project, as their strengths and weaknesses – and yours – can lead to success or failure.

After the preliminary work of setting up a team and boundaries for your project comes the first step to implementing it: write it down. Writing down your project goals, mission and other important information will help your team remain on track during your project. It will also help you establish clear procedures for changes, regular reports and other administrative functions related to the project. In addition, it may also be prudent to set up regular meetings or conference calls to help your team members stay on track. Establishing a timeline with deadlines and individual responsibilities should help the project move from idea to inception much more easily. Also, ensure that your team members are held accountable for their responsibilities.

The professionals at Glickstein Laval Carris, P.A. are more than happy to assist you. Please call us today.



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