The Original
Dental CPAs
a division of Naden/Lean LLC

DENTAL PRACTICE PURCHASE CHECKLIST

	To Do Item	*Comments*
	The Process:	
	Assemble Your Team	
	Due Diligence	
	Office Visit	
	Make an Offer	
	Loan Applications	
	Continued Due Diligence & Settlement Preparation	
	Settlement Planning	
	After Settlement Tasks	
	The Team:	
	Dental CPA	
	Dental Attorney	
	Dental Lender	
	Lease Negotiator	
	Equipment Appraiser	
	Commercial R/E Appraiser	
	Due Diligence:	
	Practice location-Physical Space	

	Visibility	
	Signage	
	Curb Appeal	
	Interior Appearance	
	Design office layout	
	Practice Information	
	Valuation	
	Practice Profile	
	Supporting Financial Information	
	Employee Census Data	
	Employee Manual Review	
	Demographic Analysis	
	Asking Price Assessment	
	Practice Performance Assessment	
	Production Reports	
	Procedure Performance Analysis	
	A/R Analysis	
	Lease Agreement Review	
	Associate or Other Agreements	
	Tangible Asset Information	
	PM reports-NPs, Zips, Age	
	Procedure Fee List	

	List of Other Questions	
	Office Visit:	
	Video tape the walk-thru	
	Note how patients are processed	
	Decide Needs vs. wants	
	Patient Chart Review & Count	
	Evaluate Equipment, Furniture & Technology	
	Note problem areas	
	Look over appointment book	
	Ask questions	
	Making an Offer:	
	Price	
	Price Allocation	
	Down Payment	
	Dates	
	A/R Purchase or Collections	
	Seller Compensation	
	Redos	
	Stand Still Order	
	Real Estate Purchase or Lease	
	Contingencies	
	Loan Application:	
	Copies of Your Tax Returns	

	Copies of Your W-2s	
	Copies of Your Recent Production	
	Copies of Practice Tax Returns (3)	
	Copy of Space Lease	
	Copy of Practice Valuation	
	Compare Offers	
	Working Capital Needs	
	Cash Flow Projections	
	Continued Due Diligence & Settlement Preparation:	
	Decide on & Create Entity	
	Apply for Fed & State ID#'s	
	Open Checking Account	
	PPO\HMO Applications	
	Procedure Fee Review	
	Negotiations	
	Agreement Drafting\Review	
	Settlement Planning:	
	Accounting\Bookkeeping System	
	Payroll Service Provider	
	Liability Insurance	
	Worker Comp. Insurance	
	Life Insurance	

	Disability Insurance	
	Business Overhead Insurance	
	Fidelity bond insurance	
	Malpractice Insurance	
	Business cards	
	Business Stationery	
	Practice Fee Schedule	
	Interview Current Employees	
	Employee Job Descriptions	
	Practice Name & Logo	
	Website Evaluation & Planning	
	After Settlement Tasks:	
	Patient Letter Mailing	
	Announcement Cards	
	Announcement in Newspaper	
	Other Direct Mail Campaign	
	Practice Marketing Plan	
	Office Policy and Procedures Manual	
	Petty Cash Policy	
	Bookkeeping Controls and Software Training	
	Front Desk Collection Training	
	Insurance Verification Training	

	Insurance Follow-up Training	
	Patient A/R Collection Training	
	Select Open House Date	
	Open House Planning	
	Employee Benefits	
	Reimbursed Expenses	
	Evaluate Capital Needs (Technology)	