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A PRACTICAL PLANNING GUIDE

The first 90 days of launching your NP practice with Duet

Planning to open your practice in the new year? You own the practice. Duet builds the foundation around it, from your EMR and credentialing to your website, billing, and first patients.

Use this guide to plan ahead: what happens and when, what is yours to do, and what to start now so you are ready on day one.

Start planning with the Duet launchers team

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THE SHORT VERSION

By day 90, three big things are in place

A best-in-class EMR, live and ready

Duet sets up your EMR, billing, and clearinghouse. You finish role-based training, and your fee schedule, e-prescribing, and e-faxing are tested before your first visit.

Credentialing enrollments rolling in

Applications go to your payers by about week 4. Insurers typically take 8 to 12 weeks to process them, and Duet tracks every payer weekly until each one clears.

Your practice, under your own TIN

You operate as your own business with your own entity, EIN, bank account, and location. Duet supports the work, and the practice stays yours.

START NOW

Lay the groundwork before the new year

These steps are yours to start now, well before the Duet agreement is countersigned. Every credentialing and insurance application needs a physical address, so a signed lease is the one hard prerequisite.

Name and legal entity

- Choose your practice name
- Form your LLC, PC, or PLLC in your state

IRS and tax ID

- Apply for your EIN (after the entity exists)
- Receive your CP575 letter

Location and lease

- Sign a commercial lease
- Confirm zoning allows medical use
- Get your local business license

Banking and paperwork

- Complete a W-9 matching your CP575 and lease
- Open a business bank account
- Update your CAQH profile

Why it matters: your business name, EIN, lease, and bank account all need to match exactly. Once your intake form is complete and your lease is on file, Duet schedules your kickoff call. That call starts your 10-week launch countdown, so the sooner these are done, the sooner you can kick off.

THE 90-DAY JOURNEY

What the first 90 days can look like

Four phases, each building on the last. Work backward from the date you want to open, and your Duet partner will help you pace each step.

1 Set the foundation — DAYS 1 TO 30

Contracts, access, and applications go out the door early, because payer processing time is the longest part of any launch.

- **EMR contract** signed and your implementation manager introduced
- **Credentialing intake** completed and reviewed for accuracy
- **Payer applications** signed and submitted by about week 4
- **Collaborating physician** secured, if your state requires one
- **Business banking** confirmed to match your IRS filing
- **CAQH, PECOS, and payer portals** shared with Duet Credentialing
- **Malpractice and liability coverage** bought and reviewed
- **Brand and domain** started, with Google Workspace and a signed BAA

2 Build the infrastructure — DAYS 31 TO 60

Your systems get connected, and you learn how revenue flows through the practice.

- **EMR go-live** confirmed, with admin accounts created
- **Billing education** covers claims, denials, eligibility, and your billing SOPs
- **Phone and messaging** configured, with your number ported or set up
- **Supply and lab accounts** opened, including GPO enrollment
- **Clearinghouse and billing** set up with the Duet billing team
- **Zocdoc profile** built, then tested before it goes live
- **Policies, SOPs, and intake forms** drafted and approved by you
- **Your financial model** built and reviewed with your Duet partner

3 Prepare to go live — DAYS 61 TO 90

Training, final checks, and the first steps toward patients.

- **Self-paced EMR e-trainings** to get you and your staff feeling confident
- **Website published** after a full QA pass on mobile, forms, and booking
- **Opening-soon posts,** directory listings, signage, and business cards
- **Hiring and onboarding** for any clinical or front-desk staff
- **Fee schedule, e-prescribing, and claims review** checks passed
- **Google Business Profile** verified and managed with Duet
- **Duet dashboards and Huddle** turned on for your practice
- **A local event** booked to start spreading the word

4 Start seeing patients — DAY 90 AND BEYOND

With training, systems, and your website in place, you open as an independent practice. Regular partner check-ins continue as volume grows.

- **First visits** booked through Zocdoc, your website, and referrals
- **Self-pay visits** can begin before every payer clears
- **Payer confirmations** arrive as each insurer finishes processing
- **Claims go out** to each payer once its enrollment is approved

A note on timing: *payer enrollment is the biggest schedule variable and is largely out of anyone's hands once applications are submitted. Plan for some payers to confirm between weeks 12 and 16. Getting applications in early keeps the gap between opening and billing as short as possible.*

THE PARTNERSHIP

What Duet helps with, and what stays yours

Duet helps with

- EMR selection, setup, and training support
- Credentialing and payer enrollment
- Billing, clearinghouse, and end-to-end revenue cycle
- Website, brand, and Zocdoc profile build
- Policies, patient forms, and SOPs
- Financial goal setting and a live practice dashboard
- Regular check-ins with an experienced partner

You stay in control of

- Your clinical practice and care decisions
- Your patients and their relationships
- Your business, entity, and TIN
- Your services, hours, and care model
- Your hiring and team culture
- Your brand and how you show up locally
- Your long-term vision

Duet carries the setup work so you can spend your energy on patients and on building a practice that is yours.

COMMON QUESTIONS

First-90-days questions, answered

Do I need a lease before I sign with Duet?

Yes. Every credentialing and insurance application requires a physical address, so Duet needs a signed lease on file before countersigning your agreement and scheduling kickoff. Duet can advise on key lease considerations, such as zoning for medical use, during an initial consultation.

Will I really operate under my own TIN?

Yes. You form your own legal entity, get your own EIN, and run the practice as your own business. Your payer enrollments are submitted under your entity, with the only exceptions being a growing list of Duet negotiated contracts with payers that reimburse you at higher rates.

Can I see patients before every insurer approves me?

You can open for self-pay visits. Claims cannot go to a given payer until that payer's enrollment clears, which is why Duet submits applications as early as possible.

Do I need a collaborating physician?

It depends on whether your state grants full practice authority. If it does not, your Duet partner helps you secure a collaborating agreement early, since credentialing depends on it.

Is it too early to start planning?

Not at all. Many NPs use the months before a launch to work through the checklist above, and your Duet team is glad to help you think it through before you sign anything.

PLAN YOUR LAUNCH

Your practice, built alongside a team that has done it before

Tell us when you would like to open and where you are today, and we will map out what your first 90 days would look like.

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