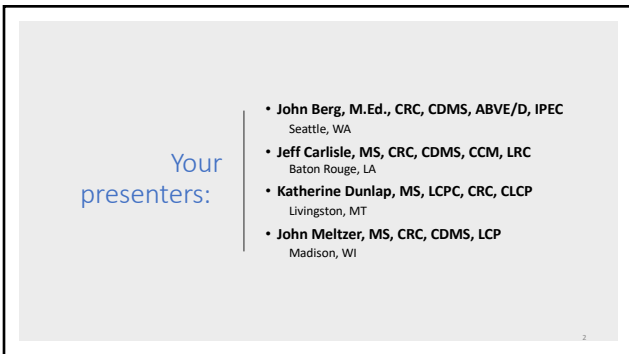


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So you want to be your own boss. What should you know?

Outline/Session 1, 2:45-4:00 pm

- a) Why go out on your own? What does it take?
- b) Home office or out of home office
- c) Benefits considerations
- d) Business structure
- e) Accounting/software
- f) Case management systems
- g) Computer technology/software
- h) Marketing and search engine optimization
- i) Records management
 - i. HIPAA
 - ii. Encryption
 - iii. Storage and destruction
- j) Insurance coverage

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So you want to be your own boss. What should you know?

Outline/Session 2, 4:14-5:45 pm

- a) Ethical considerations
 - i. Non-compete
 - ii. Contacting customers
 - iii. How to transition
 - iv. Fees/retainer agreements
- b) Building a practice
 - i. Vocational forensic/SSVE/family law
 - ii. LCP
 - iii. Case management/worker's compensation/contract vocational evaluations
 - iv. Transition
 - v. Mentor program

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Why go out on your own? What does it take?



WHAT ARE YOUR AMBITIONS?

HAVING LESS TO DO, AND MORE TIME AND MONEY TO DO IT!

- Personal development and goals
- Control your own wage earning capacity
- Benefit systems within a Corporation
- Develop equity over time as owner
- Focus practice on your passion(s). WC, LCP, SSA, Jones Act, Longshore, Employment Law
- Accommodate you and your family needs

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Home office or out of home office

Home Office

- **Low overhead costs**
- **Reduce commute or driving time non-billable**
- **Increase hours of work when you desire**

Professional Office

- **Control confidentiality in evaluations, reports, and depositions**
- **Professional image consistent with customer base (attorneys, insurance firms)**
- **Can share costs or time with others (subcontract space)**

Combination

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Business structure

Sole proprietor, LLC or Corporation

Upside and Downside

Consult with a CPA and Business Attorney prior to starting to meet your present or future growth needs and type of business entity fits the firm

<https://www.score.org/blog/business-structure-which-works-best-you#.XYeLDXZVu48.link>

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Computer technology/software

• **Hardware**

- Desktop computer v. laptop
- Printer/fax/scanner
- Records storage (paper v. digital)

• **Software considerations**

- Report writing (DIY, voice recognition, dictate/typist)
- Email (including potential for encryption)
- E-fax

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Accounting/software

1. Do you have an accountant?
2. Do you need accounting software?
3. Desktop or cloud?
4. Employees – payroll services?

<https://www.pcmag.com/roundup/324120/the-best-small-business-accounting-software>

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Case management systems

- Considerations for why you might use a case management system?
 - a. Case noting and tracking
 - b. File sharing
 - c. Time/production tracking
 - d. Invoicing
 - e. Customer tracking
 - f. Report storage
 - g. Going green
- Talk to colleagues for recommendations

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Marketing and search engine optimization

- Marketing**
- Identify your Market
 - Who is your Competition
 - Promoting your Business
- SEO**
- What is it?

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Records management/HIPAA

- **The Security Rule** (45 CFR part 160 and Subparts A and C of Part 164)
 - Covered entities
 - Business Associates-definition at 45 CFR 160.103.
- **The Privacy Rule**
 - Business Associate Agreement (BAA)
 - Must contain elements specified at 45 CFR 164.504(e)
- **Ways to comply with HIPAA**
 - Cloud storage
 - Email encryption
 - File sharing services

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Records management/destruction

- **How long do you have to keep the case records?**
 - Check with attorneys on case status
 - Document destruction schedule
 - Confidential document destruction (BAA Agreement needed?)

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Insurance coverage



- **Workers' Compensation**
- **Professional Liability**
- **Comprehensive General Liability (CGL)**
- **Property Insurance**
 - Actual Case Value v. Replacement Cost

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Ethical considerations

- Preparing for entry into self-employment
- Prior non-compete agreement
- Sole practitioner vs. staff
- Customer communication
- Fees and billing
- Retainer agreement
- Unacceptable fee arrangements and outcome based payments

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Building a practice

- A. Vocational forensic/SSVE/family law
- B. LCP
- C. Case management/worker's compensation/contract vocational evaluations
- D. Jones Act, Longshore & Harbor Workers
- E. Employment Law
- F. Transition
- G. Mentor program

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Questions??????

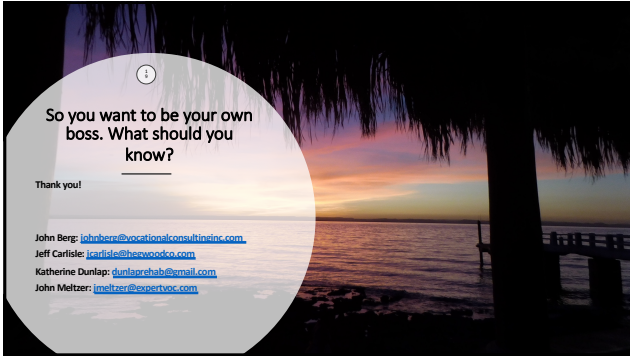
So you want to be your own boss. What should you know?

Today's objectives

- The attendee will:
1. ...be able to identify legal, accounting and insurance issues they will need to consider for their small business.
 2. ...gain understanding of what type of computer technology and software will be needed to start their small business.
 3. ...gain understanding of records management laws and practices.
 4. ...gain understanding of issues to consider in the pricing of their services.

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