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Ownership Start Up Check List

The entire start up process to “Grand Opening” can be completed in as little as three months however figure a twelve month turn around. Remember to be patient and that many of these activities can and should be completed concurrently. Certain aspects of opening such as, waiting for facility inspectors or surveyors to visit your location are out of your control.

Start-up priorities include but are not limited to the following actions:

- Construct a Business Plan
- Site Selection
- Lease Negotiations
- Secure Start -Up Funding
- License-Permits
- Facility DMEPOS Accreditation
- Build-Out-Furniture-Equipment
- Wholesaler-Buying Group
- POS-Computers
- Third-Party Contracts
- Personal, Professional and Building Insurance
- Utilities - Phones - Secure URL
- Operating Manuals and Miscellaneous.

1. Site Selection – see *Choosing a Pharmacy Location Planning Document*
 - a. Parking ingress & egress
 - b. ADA (Americans with Disabilities Act) compliant
 - c. Demographics
 - d. Building permits - visit local government
 - e. 10 year road plan - visit local government
2. Create legal business entity – check name for first usage rights/trademark
3. Lease – see *The Pharmacy Lease Planning Document*
4. Business Plan
 - a. Loans, Lines of Credit from financial institutions
 - b. Private financing

5. Licenses

- a. Pharmacy Permit (State) - must contact the Division of Drug Control to arrange for an inspection of the premises two weeks after the application has been submitted.
 - i. Certify or attach
 1. The pharmacy is equipped with sanitary appliances such as toilets, plumbing, running water and lighting, in order to maintain the premises in a clean and orderly manner.
 2. The pharmacy meets the requirements of the attached Code of State Regulations regarding pharmacy equipment
 3. Copies of Control Drug Substance (CDS) & DEA certificates, attached.
 4. Floor plan diagram, size 8 ½ x 11, attached
 5. Application fee
 - ii. CDS permit (State)
- b. Vendors permit (local municipality) - A site-specific vendor's license is required if an individual sells or offers to sell goods or services from a stationary location.
- c. State sales tax number
- d. DEA – both Federal and State depends on State
- e. Limited food & beverage (State)
- f. Medicare Part B billing number/facility accreditation
- g. NPI number
- h. 855S Immunization
- i. Personal credentials – i.e. therapeutic foot care, immunization
- j. Sign permit and allowances –based on your square footage (local municipality)
- k. Lottery

6. Fixtures, equipment and furniture

- a. Build out/efficient layout design
 - i. The sink and counter in some States must be approved by Board of Pharmacy
- b. Surveillance
 - i. internal theft
 - ii. external theft
- c. Computers: Dispensing and POS
- d. Bottles, vials, labels
- e. Refrigerator
- f. Scales
- g. Required State inspection manuals

7. Select Retail Buying Group/Wholesaler

- a. Secure third party Rx agreements/reconciliation support
- b. Secure opening inventory float from wholesaler

8. Operating manuals
 - a. Protocols, policies, procedure
 - b. Employee
 - c. Part B accreditation compliance
 - d. Medicare Part D Fraud, Waste Abuse compliance
 - e. HIPAA

9. Insurance
 - a. Professional & product
 - b. Building, fire, renters
 - c. Workman's compensation

10. Utilities – if you are a new customer a deposit may be required

11. Phones
 - a. IVR
 - b. Easy phone numbers
 - c. Web site and URL

12. Miscellaneous
 - a. State scope of practice allowances/collaborative care agreements
 - b. E-Prescribing/Surescript
 - c. Waste management
 - d. Shredder or shredding service
 - e. Marketing & Advertising plan
 - f. Returns
 - g. Establish inventory controls – min/max levels

The Ownership Start Up Checklist provided is for discussion purposes only. Contact a qualified professional consultant to address your individual or business start up requirements.

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