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TIPS

Transitioning Into Practical Success

In spite of our confidence in these tips, we highly suggest that you work with a Transition Specialist, whether it's Assist to Practice or someone else, whenever you're going through a transition. A Transition Specialist will save you time (better spent in office production), money, and unnecessary stress. **CALL US TODAY** to find out how.

8 Tips for Welcoming Your Next Associate

To ensure that your **new associate feels welcome** by you, the staff, your patients, and the community, consider the following:

1. Hold a "Practice Leadership" meeting for the owner(s) and the new associate. Review practice and professional goals, treatment philosophies, scheduling, leadership standards, and practice policies.
2. Have a "Get to Know You" staff dinner outside the office and prior to his or her first patients. Include spouses as applicable.
3. Place a small "Bio Card" on the front counter and in the reception area for patients to read. This should include the new associates photo, professional and educational background, personal interests, and family information as applicable. One-third or One-quarter page sizes work well.
4. Place an announcement in the local newspaper and society newsletter. Run the ad in the community section four or five weeks in a row.
5. Include a "Welcome" in your practice newsletter, as applicable.
6. Host an "Open House" for the new associate in your office. Invite local professionals (generalists and specialists), chamber of commerce leaders, city/town leadership, and local civic and social groups.
7. Create a "Welcome the new associate" section on your web site, as applicable.
8. Collect patient email addresses and send out an introduction email of your new associate. Include the same information as the Bio Card.

Best wishes for a successful working relationship with your new associate!

We Don't Predict Professional Futures. We Build Them!