



Launching Your Career in Pediatrics Handbook

Joining or starting a practice is an exciting and challenging career step for pediatricians. The [Launching Your Career in Pediatrics Handbook](#) is a practical, innovative, and evolving resource developed by a working group consisting of American Academy of Pediatrics (AAP) [Practice Management Online](#) (PMO) editorial advisory board members and representatives of the AAP Section on Residents and Section on Young Physicians. Following is a brief overview of the contents included in the handbook.

Section	Contents
Getting Started	<ul style="list-style-type: none"> • Personal and Family Needs • Physician Salaries and Loan Repayment Options • Assessing the Community • Practice Types • Current Trends in Malpractice • Professional Relationships and Organizations
Finding the Job	<ul style="list-style-type: none"> • Searching for a Job and Identifying Goals • Researching the Practice and the Community • Recent Graduates and Timelines • Working with Recruiters • Preparing a Curriculum Vitae and Cover Letter • The Interview and Negotiating an Agreement
Opening a New Practice	<ul style="list-style-type: none"> • Making Business Decisions • Writing a Business Plan and Getting a Loan • Credentialing and Obtaining Insurance Coverage • Working with Consultants and Advisors • Setting up a Computer System • Template/Timeline for opening a practice
Practice Work Flow and Policies	<ul style="list-style-type: none"> • Designing an Office • Setting and Making the Best Use of Office Hours • Customized Schedules and Using Patient Flow Patterns • Creating Office Policies and the Employee Handbook • Health Insurance Portability and Accountability Act Policies and Procedures • Red Flag Rules • Occupational Safety and Health Administration • Purchasing Techniques, Immunization administration • Telephone Triage and After Hours Care
Human Resources and Staff Management	<ul style="list-style-type: none"> • Creating Job Descriptions and Hiring Quality Staff • Recruiting and Hiring Physicians • Managing Staff and Conducting Evaluations • Handling Conflict and Difficult Situations
Charging for Your Services and Billing	<ul style="list-style-type: none"> • Determining Your Break Even Point • Setting Fees and Establishing a Fee Schedule • Coding and Billing • Additional Revenue Generating Services