SELLER

Initial Consultation

- Personal/Professional History & Experience
- Personal/Professional Goals & Objectives
- Programs & Services Review
- Concept, Approach, Scope & Time Frame
- Begin Work on Practice Profile

List and Market Practice

- Complete Practice Profile (with Financials)
- Review Cash Flow Proforma and Set Price
- Obtain Real Estate CMA Value (if needed)
- Execute Listing Agreement/Transition Memo
- Meet with ADS Florida & Potential Buyer(s)
- Review Meeting with Potential Puchaser(s)

PURCHASER

Initial Consultation

- Personal/Professional History & Experience
- Personal/Professional Goals & Objectives
- Discuss Location Desires
- Detail Desired Practice Attributes
- Execute Confidentiality Agreement

Locate Practice

- Select from Available Listings
- Review ProForma & Practice Profile
- Select Practice(s) to Visit
- Visit Office & Meet Selling Doctor
- Review Meeting with Selling Doctor
- Consider & Discuss Purchase Offer

Match and Review Transition Plan

- Discuss Plan for Transition
- Establish General Transaction Timeline
- Letter of Intent Submitted and Negotiated
- Letter of Intent Acceptance

Agreement Draft and Review

- Identify Key Issues for a Win/Win Solution
- Draft Contracts for Attorneys to Review
- Review Contracts
- Finalize Transition Documentation
- Complete Patient Notification Letter

Due Diligence

- Physical Review
- Patient Chart Audit
- Financial Audit
- Office Systems Review
- Office Staff Review
- Lease Review

Financing

- Complete Application
- Review Terms & Conditions
- Select Company & Loan

Pre-Closing

- Maintain Production
- Maintain Supply Levels
- Prepare Transition Notices
- Complete Treatment

Transition Closing

- Review Closing Statements
- Sign Transition Documents
- New Doctor / Staff Introductions
- Concept, Approach, Scope & Time Frame
- Fee Schedule

Pre-Closing

- Setup Corporation
- Obtain Insurance(s)
- Negotiate Lease
- Complete Financing Docs

Post–Closing

- Post Notices of Transition
- Update Licenses, Insurance & Something
- Enjoy Your New Life!

New Practice Owner

- Send Patient Notification Letter
- Maintain Practice Operations
- Ask for Help, if Needed