

Create A Medical Staffing Company

1. **DBA under your existing LLC or S-Corp** to create a new company name like “Bobs Medical Staffing”.
2. **Call 3-4 medical staffing companies in your area** (Google “Medical Staffing, YOUR CITY) and ask them if they are “licensed to operate their business in your state?”. If they say “Yes” then ask them which department licensed them and their license number so you can verify they are licensed. This is to help you ensure you don’t need to get a license to operate a Medical Staffing Company in your state (most all states don’t require any license – but its always good to validate that by doing the above exercise). Ask them what their pricing is for RN’s, LVN/LPN, and CNA’s. You will need to tell them you work as a broker between staffing companies and facilities and that you take a finders fee from the facility when they contract with a staffing company that you find for them. Otherwise they won’t give you any information about their company. If they ask for your email you can give them a Hotmail or gmail.com email address. Tell them you don’t have a website as you go around face to face and market your service to facilities.
3. **Create a company logo.** Use www.logoinn.com to do that. Cost is around \$75.
4. **Create a website hosting account** to put up your website. We recommend www.godaddy.com. Go to their website and purchase “Economy Website Hosting” - it’s about \$6 per month.
5. **Get your website created.** AHI Group can assist with that. Cost is \$450. The website will look like this: www.ahimedicalstaffing.com - but personalized to your agency. Email support@ahi-group.com to get your Medical Staffing Company website created. You will need to send us the below information in an email to support@ahi-group.com:
 - A) A copy of your logo in high resolution format
 - B) Your company address
 - C) Your Company Email Address i.e. contact@bobsmedicalstaffing.com
 - D) Your website hosting CPanel UserID and Password (you will get from Godaddy.com when you create a Website Hosting Account).
6. **Review the client contract and company policies for Medical Staffing Companies** (provided by AHI Group on your USB Drive).
7. **Setup Liability Insurance and Workers Compensation Insurance** via Jason Miller at www.homehealthins.com. Just let him know you are doing a Medical Staffing Company.
8. **Setup Healthcare Benefits for your employees** – contact support@ahi-group.com to get put in touch with a great healthcare benefits company that is super inexpensive and easy to setup and get going - and no cost for your employees each month.
9. **Setup an account with a Payroll Advancement Company** – so your employees can get paid same day they work for up to 50% of their paycheck without any cost to them or you! This is a nice benefit of working with your company.

10. **Optional: Get Accreditation via ACHC** – This looks good and costs \$2,500 per year. This may set you apart from other Medical Staffing Companies in your area. Ask the 3-4 Medical Staffing Companies you called above if they are “Accredited by one of the accrediting bodies” when you call them. To get a 20% discount on your ACHC fees – let them know you are with AHI Group, Inc. Contact information for ACHC is on your Boot Camp USB drive in the “ACHC” folder which is in the “Other” folder.
11. **Market your business** – go to www.medicare.gov to look up hospitals, ALF’s, Nursing Homes, etc. in your area that have a need for RN’s, LVN/LPN, CNA’s and start marketing your services to them and sign contracts – yours or theirs are fine.
12. **Start putting job ads out for RN’s, LVN’s, and CNA’s.** Interview them like you do for your home care business. Tell them you will place them with a job once you get a job opening that fits their portfolio.
13. **Many organizations pay Net 90 or 120** – so you will need some cash reserve to make payroll initially. If you can negotiate to get paid Net 30 or Net 60 then that is a bonus for you. Just ask them their “Typical timeframe for paying their preferred partners?” and see what they say. Then negotiate from there as best you can.
14. **Keep interviewing potential employees and marketing your services!** And that’s it!