

Dividing responsibility in a  
**CREATIVE**  
Medical micropractice

As you paint layers onto your colorful micropractice masterpiece, keep looking for ways to automate or outsource responsibility. This allows you, as the artist, to remain vibrantly in command of your brush.

## WHAT IS AUTOMATED?

### *Scheduling*

Appointment reminders

e-prescribing

### PRE-APPOINTMENT INTAKE

Office Orientation Tour

PRICING & COST EXPLANATION

### *Monthly billing*

Mini-courses for education

## WHAT DOES MY VA DO?

EDITS & UPLOADS TO YOUTUBE

Replies to inquiries

### *Social media management*

Schedules guest speakers for weekly Shared Group Visits

### ONBOARDS NEW MEMBERS

Sends newsletters

### *Writes blogs*

Orders test kits & supplies

Requests Google reviews

## WHAT DO I DO

Phone Strategy Sessions to screen new patients

**DISCOVERY CALLS FOR NEW MENTORSHIP OR SPEAKING GIGS**

Practice Medicine

### *Film video*

MENTOR COLLEAGUES

Müber Duty and laundry

**COLOR  
OUTSIDE  
THE LINES**

