



How to Establish a Virtual Office Location

1. You need to have a Tax ID # (federal government). Not advisable to use your personal social security #.
2. You need a professional license to provide telehealth services to clients in the state (LCSW, LCPC, etc).
3. You need a registered agent in each state where you practice. You will need this for the state business registration. One vendor is InCorp.
<https://www.InCorp.com/default.aspx?referredbyaccountid=477216>
**Some states will require you to get a PLLC and this is done through the licensure board in that state.
Example: North Carolina requires this.*
4. You need to register your business in the state(s) where you plan to practice. You do this through the Secretary of State for each state. You can get a service to complete this for you. One vendor is InCorp.
<https://www.InCorp.com/default.aspx?referredbyaccountid=477216>
5. You need a street address for an office location. You can get a registered agent to provide this for you. One vendor would be InCorp. They can file your state registration, serve as your registered agent, and forward mail to you.
<https://www.InCorp.com/default.aspx?referredbyaccountid=477216>
6. You need a location where you can receive mail, a P.O. Box or UPS box or virtual service.
7. You need a phone # and fax #. One HIPAA compliant option is Ring Central.
<https://www.ringcentral.com/>
8. You need a secure email address. One HIPAA compliant option is Enguard.
<https://billing.enguard.com/aff.php?aff=65>
9. You need a website and a domain host. One easy, user-friendly option is GoDaddy.
<https://www.godaddy.com>
10. If you are going to have staff, you also need an unemployment ID and Tax Filing ID's. These are obtained through the Secretary of State for the various states.
11. Complete insurance paneling if that is part of your business model. Don't forget to update your CAQH profile and NPI number demographics and Availity.
12. You need to have professional liability insurance and business insurance to cover your work.
13. Consider using Google My Business to set up a page to attract clients.
14. Consider using Psychology Today to set up a page to attract clients.
<https://www.psychologytoday.com/profile/420524>
15. Complete any other marketing you plan to notify your referral base you have a new virtual practice.

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