



IT Setup Checklist for a New Medical Practice

What to check when setting up or expanding a medical practice's network.

- ☐ **EHR system network reliability**
Exam rooms covered as fully as the front desk.
- ☐ **Workstation auto-lock and screen timeout**
Configured practice-wide, not room by room.
- ☐ **Network segmented from patient-facing Wi-Fi**
Guest access kept separate from EHR and practice systems.
- ☐ **Backups encrypted and verified**
Not just scheduled — actually confirmed.
- ☐ **Access control on the server/records room**
Physical access limited and tracked.
- ☐ **Secure wipe/disposal process for retired hardware**
Old drives handled deliberately, not just tossed.

A free resource from OSSUM IT.

2010 W. San Marcos Blvd, San
Marcos, CA 92078
Serving Los Angeles, Orange & San
Diego Counties

CALL OR TEXT
(714) 600-5829

EMAIL
support@ossumit.com

WEB
ossumit.com