Nurse Practitioner Practice Valuation Checklist

Use this worksheet to start organizing the information you'll need when determining the value of your NP practice.

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1. Financial Information

☐ Last 3 years of profit & loss statements
☐ Last 3 years of tax returns
☐ Current balance sheet
☐ Accounts receivable aging report
☐ Documentation of owner's compensation and benefits
☐ Adjustments for one-time or non-recurring expenses

2. Patient & Revenue Metrics

☐ Total annual revenue (by year)
☐ Annual EBITDA (earnings before interest, taxes, depreciation, amortization)
☐ Payer mix (Medicare, Medicaid, commercial, self-pay)
☐ Number of active patients (seen in past 18–24 months)
☐ Patient retention rate
☐ Average number of new patients per month

3. Operations & Staffing

☐ List of providers (NPs, physicians, other clinicians)
☐ Support staff roster (RNs, MAs, admin)
☐ Staff turnover rate
☐ Payroll and benefits costs
☐ Key employment contracts

4. Assets & Liabilities

☐ Medical equipment inventory (with estimated fair market value)
☐ Office furniture, computers, and supplies
☐ Lease or real estate details (if owned)
☐ Outstanding loans or debts
☐ Leasehold improvements

5. Intangible Assets

☐ Patient panel size and demographics
☐ Referral networks and key partnerships
☐ Insurance contracts and credentialing status
☐ Online presence (website, reviews, social media)
☐ Reputation and goodwill in the community

6. Regulatory & Compliance

☐ State practice authority level (full, reduced, restricted)
☐ Licenses and certifications
☐ Compliance with HIPAA and other healthcare regulations
☐ Malpractice insurance coverage

7. Next Steps

- Review financials and normalize earnings
- Decide on a valuation approach (income, market, asset-based)
- Consider engaging a healthcare valuation expert or CPA
- Use results for planning, partnerships, or sale negotiations

✅ **Tip for Clients:** Even if you're not planning to sell right now, keeping this information organized will make your practice easier to manage and more valuable in the long run.