



TMV Operations

Back-to-School Operations Guide

**5 Ways to Prepare Your SLP Private Practice
for a Successful School Year**

The back-to-school season is one of the busiest times of the year for private practices. As families return to routines and referrals begin to increase, it's easy for the administrative side of your practice to become overwhelming. Taking a few intentional steps now can help your team stay organized, improve the client experience, and set your practice up for a smoother transition into the fall.

Use this guide as your quick operations check-in before the school year begins.



Align Your Team Before the Rush

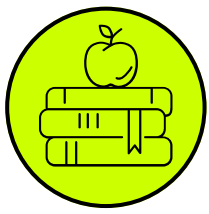
Before your caseload fills up, bring your team together to review expectations and prepare for the months ahead.

TEAM CHECK-IN CHECKLIST

- ☐ Review fall schedules and clinician availability
- ☐ Clarify roles and responsibilities
- ☐ Review your intake and referral process.
- ☐ Discuss communication expectations for families and providers.
- ☐ Address any workflow challenges your team experienced over the summer.



TMV TIP: The strongest teams aren't the busiest—they're the most aligned. A quick meeting before the school year begins can eliminate confusion later.



Prepare for School Partnerships

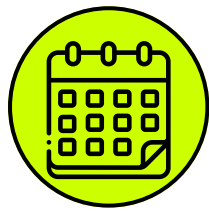
Whether you're continuing existing school contracts or exploring new opportunities, preparation is key.

BEFORE SCHOOL-BASED SERVICES BEGIN, ASK YOURSELF:

- ☐ Do we know our capacity or additional students?
- ☐ Are our credentials and documentation organized?
- ☐ Do we have a clear onboarding process for school referrals?
- ☐ Is our internal communication process ready for school-based services?



TMV TIP: Building trust with school partners starts with having organized systems behind the scenes.



Transition from Summer to School-Year Scheduling

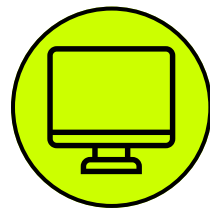
As after-school appointments begin filling your calendar, it's important to create a schedule that supports both your clients and your team.

BEFORE OPENING YOUR CALENDAR:

- ☐ Confirm clinician availability.
- ☐ Reach out to summer families.
- ☐ Review your waitlist.
- ☐ Reserve space for evaluations.
- ☐ Update office hours if needed.
- ☐ Communicate schedule changes early with families.



TMV TIP: Remember, a full schedule doesn't always mean an efficient schedule.

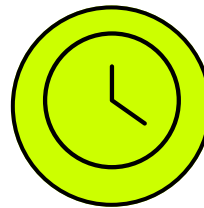


Give Your EHR a Fresh Start

A new school year is the perfect time to review the systems your practice relies on every day.

WHETHER YOU USE JANE OR ENSORA, TAKE A FEW MINUTES TO REVIEW:

- ☐ Provider schedules
- ☐ Client demographics
- ☐ Intake paperwork
- ☐ Consent forms
- ☐ Insurance information
- ☐ Automated reminders
- ☐ Documentation templates
- ☐ Waitlists



Protect Time for Operations

One of the biggest mistakes private practice owners make during busy seasons is scheduling clients back-to-back without leaving time to run the business.

BLOCK RECURRING TIME EACH WEEK FOR:

- Insurance verification
- Billing follow-up
- Intake processing
- Documentation
- Team meetings
- School contract communication



TMV TIP: Remember, protecting this time helps keep your operations running smoothly—even during your busiest weeks.

Final Thoughts

If this guide highlighted a few areas you'd like to improve, you're not alone. Every growing practice reaches a point where strengthening operations becomes just as important as providing exceptional care.

TMV Operations Can Help

We partner with SLP private practices to simplify the operational side of your business so you can focus on your clients.



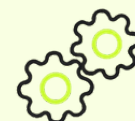
Credentialing



Billing Services



EHR Optimization
(Jane & Ensora)



Operational Strategy
& Workflow Development

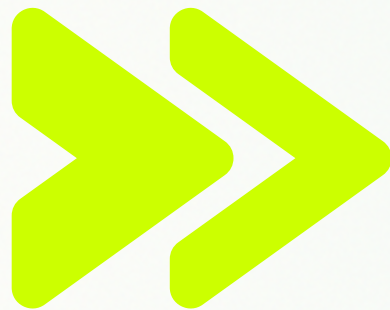


Intake Support
& Processing



Insurance
Verification

What's Next



YOU'VE GOT THE PLAN—NOW LET'S MAKE IT HAPPEN.

You've taken an important step by preparing your practice for the school year. Now, let's make sure your backend systems actually support the growth and impact you're working so hard to create.

That's where TMV Operations comes in.

We provide SLP private practice owners and behavioral health therapists with the operational support they need to streamline systems, reduce overwhelm, and get back to focusing on what matters most—your clients.

YOU DON'T HAVE TO DO IT ALONE.

Whether you need a dedicated operations manager or help with a specific project, we'll meet you where you are and help you move forward with confidence.

READY TO TAKE THE NEXT STEP?

Let's talk about how TM Operations can support your practice and your goals.

**Scan the QR code to
schedule a quick chat-**



“

You didn't start your practice to be buried in admin work. Let us handle the backend so you can lead, grow, and make an impact.

TAYLOR FONTENETTE
Founder, TV Operations

SCAN TO CONNECT &
GROW

