# Practice Move Checklist

<table>
<thead>
<tr>
<th>Lead Time</th>
<th>Condition</th>
<th>Contact</th>
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<tr>
<td>12 weeks</td>
<td>Payors</td>
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<td>• Aetna</td>
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Contact a Moving Company

Print Materials (place order)

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Physicians Advantage Service | Practice Moving Checklist
8 Weeks  
**Periodicals**
- __________________________

**Other subscriptions**
- __________________________

**Medical associations**
- __________________________

**Telephone and Internet**
- __________________________

4 Weeks  
**Notify Equipment and Supplies**
- Suppliers (medical)
  - __________________________
  - __________________________
- Suppliers (business)
  - __________________________
  - __________________________
- Maintenance contracts
  - __________________________

**Contact Outside Services**
- Answering Service
  - __________________________
- Payroll Service
  - __________________________
- Biohazard Removal Service
  - __________________________
- Postage Machine
  - __________________________
- Other __________________________

**Notify Advisors**
- Attorney
  - __________________________
- Consultant
  - __________________________
- CPA
  - __________________________
- Banker
  - __________________________

**Post Office Notification**
- __________________________

2 Weeks  
**Arrange Change of Address for Each Physician**
- State License
  - __________________________
- DEA License (in writing)
  - __________________________
- NPPES
  - __________________________
Tips:

1. Plan to switch over phones on least busy day of the week
2. Interview several moving companies, confirm experience in moving sensitive equipment and get estimates
3. Allow time to test and re-calibrate equipment and systems
4. When confirming appointments, notify patient of new office location
5. When scheduling patients, notify them of new office location
6. As patients check out and re-schedule, inform them of the new office location
7. Place signs re-directing patients to new location
8. Consider mailing post cards to patients; not only will this inform them of the move, but it could bring back previous patients
9. Now is a good time to purge items that are no longer used or broken

Other Notes: