

PHYSICIANS ADVANTAGE

Practice Move Checklist

Lead Time	Condition	Contact	Number	✓
12 weeks	Payors			
	• Aetna	_____	_____	<input type="checkbox"/>
	• Blue Cross	_____	_____	<input type="checkbox"/>
	• Cigna	_____	_____	<input type="checkbox"/>
	• Humana	_____	_____	<input type="checkbox"/>
	• Medicare	_____	_____	<input type="checkbox"/>
	• Medicaid	_____	_____	<input type="checkbox"/>
	• Other	_____	_____	<input type="checkbox"/>
	• Other	_____	_____	<input type="checkbox"/>
	Contact a Moving Company	_____	_____	<input type="checkbox"/>
	Print Materials (place order)			
	• Appointment cards	_____	_____	<input type="checkbox"/>
	• Prescription Pads	_____	_____	<input type="checkbox"/>
	• Brochures	_____	_____	<input type="checkbox"/>
	• Letterhead	_____	_____	<input type="checkbox"/>

8 Weeks	Periodicals	_____	_____	<input type="checkbox"/>
	Other subscriptions	_____	_____	<input type="checkbox"/>
	Medical associations	_____	_____	<input type="checkbox"/>
	Telephone and Internet	_____	_____	<input type="checkbox"/>
4 Weeks	Notify Equipment and Supplies			
	• Suppliers (medical)	_____	_____	<input type="checkbox"/>
	• Suppliers (business)	_____	_____	<input type="checkbox"/>
	• Maintenance contracts	_____	_____	<input type="checkbox"/>
	Contact Outside Services			
	• Answering Service	_____	_____	<input type="checkbox"/>
	• Payroll Service	_____	_____	<input type="checkbox"/>
	• Biohazard Removal Service	_____	_____	<input type="checkbox"/>
	• Postage Machine	_____	_____	<input type="checkbox"/>
	• Other _____	_____	_____	<input type="checkbox"/>
	Notify Advisors			
	• Attorney	_____	_____	<input type="checkbox"/>
	• Consultant	_____	_____	<input type="checkbox"/>
	• CPA	_____	_____	<input type="checkbox"/>
	• Banker	_____	_____	<input type="checkbox"/>
	Post Office Notification	_____	_____	<input type="checkbox"/>
2 Weeks	Arrange Change of Address for Each Physician			
	• State License	_____	_____	<input type="checkbox"/>
	• DEA License (in writing)	_____	_____	<input type="checkbox"/>
	• NPPES	_____	_____	<input type="checkbox"/>

