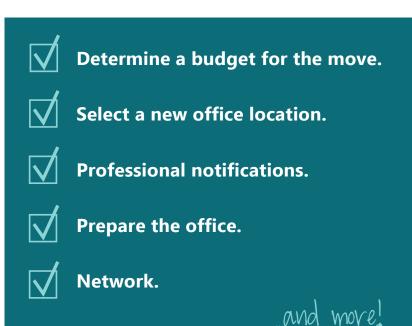
Moving Your Practice Checklist

Are you looking to downsize, expand or relocate your practice?

Let PDA help make your move as smooth and successful as possible with the Moving Your Practice Checklist.



Look inside for the complete Moving Your Practice Checklist



Checklist



- Landlord/Lease Holder
- Accountant
- Financial Institution
- Patients
 - Display flyers in the office, discuss during check-in or treatment, have staff give a reminder at check-out.
 - Have new appointment cards, business cards, stationery, address stamps and return mailing labels made.
 - Send postcards announcing the move to all patients.

Include a message about relocation in on-hold message/after-hours message.

 Pennsylvania State Board of Dentistry (SBOD)

You must notify SBOD within 10 days of a change of address. Phone: (717) 783-7162 Fax: (717) 787-7769 Email: ST-DENTISTRY@state.pa.us Web: www.dos.state.pa.us/dent

Drug Enforcement Administration

Registration changes (change of address) should not be submitted until an approved state license for the new address is recieved. Changes will become effective immediately upon DEA approval.

DEA Call Center: (800) 882-9539 E-mail: DEA.Registration.Help@usdoj.gov Web: www.deadiversion.usdoj.gov

DEA Local Divisions

Philadelphia: (215) 861-3474 Pittsburgh: (412) 777-6940 Harrisburg: (717) 221-2270 Scranton: (570) 496-1020

- United States Postal Service www.usps.com
- Insurance providers
- □ Electronic claims clearing house
- Credit card companies
- Professional associations

Pennsylvania Dental Association (800) 223-0016 PDA will forward your change of

address to ADA and your district/ local dental society.

Practice support providers

- Utility companies/municipal services
- Practice software company
- Website design company
- Product supply companies
- □ Answering service company
- Patient payment/financing company

Prepare the office.

- Inventory supplies
- Disinfect instruments and countertops
- Properly dispose of refuse, chemicals and sharps

Network by attending local dental society meetings in new location.

www.padental.org/components

Additional items for consideration.

- Advertisement in local newspaper.
- Send thank you to businesses/referrals that helped support your former office.
- Thank your patients for staying with you and coming to your new location.