

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.

- Determine a budget for the move.**
- Select a new office location.**
- Professional notifications.**
- Prepare the office.**
- Network.**

...and more!

Look inside for the complete Moving Your Practice Checklist

Checklist

Determine a budget for the move.

Select a new office location.

www.padental.org/am/pdf/considerpa.pdf

Professional notifications.

- 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 received. 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.