

CHECKLIST FOR RELOCATING AN OFFICE -

Pick Move Date (ensure all MD's on Vacation etc.)

Block out two or three days in you're appointment book for the period when you expect to move. If there are unexpected delays later, you can block out other time and move many of those patients into the first group of empty time slots.

Check with landlords to verify move dates are okay

Order announcements three months in advance. Have them addressed, stamped, and ready to be mailed a day or two before moving day.

Order Signs for office (e.g. Exam Room 1 / Sign for front door)

Be sure to have announcements ready to be mailed to associates, laboratories, hospitals, professional organizations, preferred provider organizations, banks, and vendors

Arrange announcement in the newspaper. For example "Drs. X, Y and Z are pleased to announce the relocation of their practice.

Be sure to be specific in ordering stationary, business cards, and superbill. Be sure to order in advance for opening day.

Contact phone company to ensure phones at new location will be working on the day we move.

Check phones work on the day we move.

Contact patients who have appointments following the move and the proceeding week to reconfirm appointments and tell them of the move and the new address.

Make note to change address in the next edition of the phone book.

Arrange to have phone, gas, and electricity hooked up and started in the new site a few days prior to moving, to ensure all is functioning.

Contact answering service, and inform them of the new site.

Arrange to have gas and electric remain in the old site for a few days after the move.

Notify and appropriate licensing companies.

Notify Insurance companies of relocation.

Notify Medicare and Medicaid Companies of relocation.

Notify Drug Enforcement Agency (DEA) in writing prior to relocation

Notify Postmaster of relocation (check w/ Postmaster for a "move Kit")

Discuss details of the move with your equipment company, Water coolers, we will need the service people to disconnect and connect equipment.

New Equipment should be installed before move in date.

If moving into a new building, be sure to get a certificate of occupancy before your moving date. If the final inspection is not finished, inquire about a temporary certificate of occupancy during the final phases of completion.

Plan where each article of furniture and equipment is to go in the new office. Prepare a large tag two by four inches with string attached to each of them.

Order boxes 24" long by 12" high by 12" wide will hold letter size patient records.

Contract with company to move Audiology Booths

Contract with Company to move other Hi-Tech Equipment (microscopes, etc)

Develop Computer system location plan (Location of each terminal)

Ensure Data Communication links (AT&T, Verizon or whomever)

Develop location plan for other office equipment (copiers, faxes, switchboard operations)

Prior to move purge all Medical Record files

Contract Hilford Moving & Storage 805-642-0221; develop MOVE PLAN

Organize "move team" (internal Personnel including Ops/MIS)

Develop Instrument packaging (scopes, instruments, medical supplies)

Develop Meds packaging plan (serum, Medication samples)

Credit Card Terminals, reprogramming / telephone lines

Dictation Lines

Program telephones speed dial

Physician items personnel packaging

Leave a notification on the door of the previous location, complete w/ phone number & Hours

Audiology Checklist

Equipment to be moved

Booth (Company needs one day to take apart)

**Audio equip must be calibrated as soon as it is set up, this can be accomplished on same day booth is moved, next day we need to have the 'room' to breath*

Audiometer -incl headsets, bone

Immittance bridge

ABR/ENG Equipment (contact company)

Bed

AUDIO DEPT NEEDS ONE DAY TO SET UP ALL EQUIP BEFORE SEEING PTS

Hearing Aid tools and supplies/batteries (must be packed in a box)

Hearing Aids to be delivered

PC for Hearing aid fittings
Earmold materials
Supply cabinets / Hearing aids accessories incl tone hooks, extra doors, filters

Paperwork

Files - Hearing aid patient files if kept separately
Order book- hearing aids, repair, swim molds
All Audiology Forms incl 001-010
Earmold boxes

Misc.

Contact all suppliers with new address
Office Furniture (what stays and what goes)
Appropriate new furniture
Business Cards
Appointment cards unless put on the back of business cards
Door Signs i.e.
Audiology Testing
Otoneurologic testing
Hearing Aid Fitting Room
Audiologists on staff

Allergy Checklist

2 Refrigerators (pack all items inside in cooler for move) NEED TWO COOLERS

Pack up all cabinets, empty vials, labels, Quinn Tests, all sample Meds

Pack up all draws, Pulmonary function supplies, syringes, stethoscopes, blood pressure cups

Rolling Cart (pack up all items on cart, supplies will be packed and labeled for cart)

Book Shelf (Dr.'s Videos, Books etc.)

4 Binders of patient treatment schedules

Allergy Desk (pack all draws, label draws for Allergy Desk)

Storage Room (Big Boxes of Allergy Supplies extra supplies, must be labeled for Allergy)

Equipment

Spirometer and printer (just unplug and pack in box)
Allergy terminal
Shot chair (Ready for removal)
Desk chair (ready for removal)

(Not a lot of Allergy Items to pack up)

Equipment

Spirometer & Printer

1 Refrigerators (pack all items inside in cooler for move) NEED ONE COOLER

Pack supplies, syringes, vials etc

MIS Checklist

Order new DSL/Cable/T1 service and routers

Order phone lines for ADP, swipe machine, and modem

Make sure that the Patch Panel is in place, if not install it

Make sure all wall jacks (cabling) are tested and active ASAP

Make sure all the "lines" are in place and active ASAP

Make sure that all of the Hardware is in place and active

Testing Terminal ASAP

Inform old service of disconnection of the old circuit (must be done AS SOON AS THE

NEW CIRCUIT IS LIVE) 30 DAY NOTICE REQUIRED FOR THE CIRCUIT TO BE DISCONNECTED

Move in Progress check list

Put all of the terminals in place and make sure they are live

Put the PC's in and make sure it's live

Install time clock

Office Equipment

Install Fax machine and credit card machine next to each other

Ensure dedicated line is live to be used for both fax and Credit Card machine

Ensure printers/multifunction devices are hooked up correctly and prints from all computers

Does office have new copier? Yes or No

Determine location of copier

Does office have a postage machine? Yes or No

Disconnecting of postage machine (emptying water, packing up supplies)

Make sure postage machine has postage money in it

Determine location of Postage machine

Are we setting up a switchboard? Yes or No

Where will the switchboard room be located?

Ensure enough terminals and phones are available for operators

General Office Area

Front Desk pack up (e.g. draws, forms, supplies for front area)

Back Desk pack up (supplies)

Charts (pack then unpack)

STAFF LOUNGE

Microwave

Refridgerator

Tables & chairs

back massagers, color tv, waterbed, DVD player, popcorn machine

Supplies (for kitchen draws)

Surgical Coordinator

Desk / chairs

Draws

Surgery Charts

MD Offices

Physician desks

Physician chairs

Physician personnel items

Physician Books

Licenses

Plaques

EXAM ROOMS

Plan where supplies will be stored in NEW location

Order large Autoclave bags

Order BUBBLE WRAPPINGS for bulbs and glass containers (cotton holders, q-tip holders)

Contact with companies to move LIGHTS (MEDICAL LIGHTS)

Pack up all supplies in exam rooms (e.g. cortiporin, lidocain) organize a calendar of expiration date

Notify MEDICAL SUPPLIERS

Notify laboratories

OSHA COORDINATOR - must pack MSDS Books and files, MEDSAFE COMPANY must be notified of new of new location

Pack up resuscitation Equip, oxygen tanks MUST BE MOVED CAREFULLY

HAVE A BIOHAZARD WASTE PICK UP ON DAY OF MOVE, OR LAST DAY OF SEEING PTS

NO IS THE TIME TO CLEAN OUT AND THROW OUT OLD FORMS etc.

Instruments

Sterilize in autoclave bags for transport, this way they are ready once they are put in draws
pack extras in separate boxes

Exam RoomSupplies

Throw out all EXPIRED medication in the month of move & before

Pack Remaining supplies in separate boxes (e.g.. Antihistamines, Nose Sprays, antibiotics)

Pack Supplies in **ORDER (This way you will know what needs to be ordered)** not by ROOM
(e.g. all gauze in one box, tongue depressors, cotton tip applicators)

Make list of what supplies needs to be ordered for new office

******Biohazard containers must be thrown away, order new ones for NEW OFFICE**

PRESRIPTION PADS MUST BE PROTECTED SAFE PACKING

LAB COATS KEEP ON LAUDRY HANGERS WITH PLASTIC FOR TRANSPORT

Exam Room Equipment _----FRAGILE

Monitors

Printers

Tymp

light sources

Otodscopes

Endoscopies

Laryngoscopies

Some of the above might have original boxes