

# 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](http://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*  
*E-mail: 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) 238-5160*  
*Pittsburgh: (412) 777-1870*  
*Scranton: (570) 496-1020*

United States Postal Service  
[www.usps.com](http://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](http://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.

## Additional resources.

PDA Members' Library  
[www.padental.org/library](http://www.padental.org/library)

ADA Members' Library  
[www.ada.org/294.aspx](http://www.ada.org/294.aspx)