Checklist for a New Location

* Review all contracts, lease, financial/legal documents.
* Ensure space is empty and arrange for return of any left-behind items.
* Identify terms of lease improvement and create a timeline for the planning and execution of renovation.
* Check regulatory compliance status for OSHA/ HIPAA.
* Announce new location to staff.
* Work with marketing to create announcements for referring practice and public (banner on website, details in reception area of other locations, postcards to be sent to referring practices, February deliveries of sparkling cider/champagne for opening celebration)
* Modify doctor schedule
* Modify patient schedule
* Modify staff schedule
* Create a shared calendar for equipment installation, furniture deliveries, IT, supplies, instrumentation, phones, alarm, computers, etc.
* Handle DEA for doctors at new location.
* Handle credentialing for doctors including new location.
* Address cleaning, maintenance, utilities, oxygen, delivery/installation/service appointments with vendors, etc.
* Initiate/expand business insurance coverage to include new location (liability, life, disability, overhead, worker’s comp, malpractice).
* Handle additional practice management software license/sharing.
* Work with accountant to create income/spending profile for new location, including unique tax issues for a separate county.
* Address any needed business license/registration matters for the new location.
* Add location details, contact information and hours of operation to website.
* Notify suppliers of new location and any needed adjustment to particular deliveries.
* Notify state board if required.
* Acquire or modify business licenses and medical/dental licenses