

# Office relocation checklist

Updated June 2023

The following checklist is not an exhaustive list, but many of the tasks you need to do when relocating your practice.



## Legal and financial:

- Lawyer
- Accountant
- Financial advisor
- Landlord
- [Ministry of Health - OHIP office where you submit claims \(30 days prior to move\)](#)
- Banks (e.g., credit card companies, business accounts)
- Canada Revenue Agency
- Municipal tax office
- Insurance company (e.g., business, auto)



## Patient-related:

- Patients
- Commonly referred/ referring physicians
- Hospitals/long term care homes, where you have privileges (on-call group)
- Medical laboratories and diagnostic facilities
- Local pharmacies
- [Health Report Manager \(HRM\) \(Notify OntarioMD at \[support@ontariomd.com\]\(mailto:support@ontariomd.com\)\)](#)
- Update clinic website, voicemail, email signature and business letters with new location



## Office:

- Staff employed or otherwise working in the practice
- Utility companies (telephone, Internet, hydro, etc.)
  - Work with your service provider to move your fax/phone line with minimum disruption
- Canada Post (request mail to be forwarded)
- Computer vendor
- Janitorial service
- Medical and office supply vendors
- Linen service
- Landscaping service
- Hazardous waste removal service
- Office equipment and furniture (move, sell, give away or leave)



## Professional associations:

- [Ontario Medical Association \(OMA\)](#)
- [College of Physicians and Surgeons of Ontario \(CPSO\) \(within 30 days\)](#)
- [Canadian Medical Protective Association \(CMPA\)](#)
- [Royal College of Physicians and Surgeons of Canada \(RCPSC\) – for specialists](#)
- [College of Family Physicians of Canada \(CFPC\) – for family physicians](#)
- [Ontario College of Family Physicians \(OCFP\) – for family physicians](#)
- [Canadian Medical Association \(CMA\)](#)

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