



## Office Relocation Checklist

This guide is not an exhaustive compilation of everything you need to do when relocating a practice. But the following checklist should make for a good start on the tasks facing you. Keep track of whether you have notified, or considered in your planning, the following:

### Legal and financial:

- Lawyer
- Credit card companies
- Banks or trusts companies
- Canada Revenue Agency
- Municipal tax office
- Insurance companies, e.g. life, residence, business, auto
- Accountant
- Financial advisor

### Patient-related and medical:

- Patients
- Physicians to whom patients are commonly referred
- Hospitals where you work or have privileges (on-call group)
- Nursing homes where you may have provided visits
- Laboratories where you send patient tests
- Local pharmacies
- Patient medical records
- Health information technology, e.g. electronic medical record software or computer hardware
- Disposal of drugs

### Business issues:

- Staff employed or otherwise working in the practice
- Ministry of Health and Long-Term Care – OHIP office where you submit claims
- Canada Post
- Pharmaceutical companies
- Landlord
- Computer vendor
- Janitorial service
- Medical and office supply vendors (business cards, letterhead, prescription pads, etc.)
- Utility companies (telephone, Internet, hydro, etc.)

- Linen service (if applicable)
- Landscaping service (if applicable)
- Plant service (if applicable)
- Biological waste removal service (if applicable)
- Website administrator (for content and web address)
- Magazine subscriptions
- Office equipment and furniture

**Professional associations:**

- Ontario Medical Association (OMA)
- College of Physicians and Surgeons of Ontario (CPSO)
- 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 Protective Association (CMPA)
- Canadian Medical Association (CMA)