



Move Checklist

New Address:

Projected Move Date:

Important Contacts/Numbers:

- Call your PCC Client Advocate. Your Client Advocate will get the process started at PCC, and can walk you through the steps of relocating your practice (as well as help arrange for remote or on-site help if necessary).
- Acquire any professional/occupational licenses your state may require.
- Develop a plan for identifying and notifying your payors and provider representatives about your new address and effective date. This may seem like a daunting task, but it is important to ensure you don't have an interruption in payments. Tip: remind payors that they will need to update both your service address and your billing address; they are generally not stored in the same place in their systems.
- If you need to make updates related to your Type II (Organizational) NPI, including changes to the organizational address, visit the National Plan and Provider Enumeration System (NP-PES) site at <https://nppes.cms.hhs.gov>.
- Develop a plan to alert patients and families about your move. It's never too early to start telling patients about the move. Poster your office, put announcements on your webpage and Facebook. Create a handout to give to every family when they come in.
- Develop plan for moving vaccine inventory. If you have VFC vaccines, contact your VFC coordinator, who will give you guidance on correct vaccine transport.
- Update your address with the DEA, state medical board, CLIA, and the AAP.
- Hire Movers.
- Your office is full of furniture and supplies. Decide what you'll be moving to the new space, and what you'll be throwing away or replacing.
- Order new office supplies and furniture as necessary.
- Arrange to have your phone numbers and phone system moved to the new location (or order new numbers).
- Create a new office layout map.
- Work with PCC or your local IT vendor to install appropriate networking solution.
- Develop a plan for updating your website, social media, non-PCC forms and documents, and other public-facing channels.
- Order new address labels, marketing materials, and any other print materials with your address.
- Notify lessors of equipment move (medical equipment, copiers).
- Contact property insurance company to update your coverage for the new location.
- Alert vendors you work with about your change of address. This may include:
 - Medical supply company
 - Banks
 - Cleaning supply company
 - Subscription services
 - Magazines
 - Newspapers
 - Newsletters
 - Professional memberships
 - Post office
 - Electric
 - Phone
 - Waste/Recycling
 - Transcriptionsists
 - Housekeeping
 - Couriers
 - Vaccine manufacturers
 - Business supply company
- Contact your utility providers to arrange for a change of location, or, if you will be using new providers, to shut off/turn on service.
- Print extra encounter forms and other documents, and plan for possible system downtime during the move.