



Healthcare Moving Checklist

Phase 1: Pre-Planning & Structural Review (6-12 months before move)

- ☐ **Assign Move Leaders:** Designate one internal move coordinator and clinical leads for every clinical unit.
- ☐ **Establish Specialized Budget:** Dedicate line items explicitly for medical riggers, cold-chain transport, and legal biohazard disposal.
- ☐ **Map New Floor Plans:** Plot precise layouts for heavy diagnostic machinery, examination tables, and point-of-care devices.
- ☐ **Audit Facility Compliance:** Schedule early environmental inspections at the new location to verify physical infection control readiness.

Phase 2: Logistics, Licensing & Administration (3-6 months before move)

- ☐ **Update DEA & State Licenses:** File change-of-address notifications with the Drug Enforcement Administration and state boards.
- ☐ **Notify Insurance Payers:** Submit address updates to Medicare, Medicaid, and commercial payers to eliminate credentialing delays.
- ☐ **Coordinate Medical Vendors:** Schedule operational drop dates with third-party biohazard handlers, reference labs, and clinical supply companies.
- ☐ **Build IT Transition Plan:** Finalize server migration matrices, offline downtime protocols, and verify live telecom connections at destination.
- ☐ **Certify Medical Gas Lines:** Complete third-party verification and safety certification for medical gas lines and vacuum infrastructure.

Phase 3: Stakeholder Communication & Data Security (1-3 months before move)

- ☐ **Notify Patients Safely:** Post layout change alerts within clinics and distribute secure alerts using integrated patient portals.
- ☐ **Enforce HIPAA Transport Compliance:** Use locked containers and numbered, tamper-evident seals for moving hard drives and physical charts.
- ☐ **Order Updated Stationery:** Secure updated custom prescription pads, administrative letterhead elements, and building signage.
- ☐ **Finalize Inpatient Transport:** Draft granular route tables, emergency vehicle staging lines, and telemetry charts for active patient relocations.

Phase 4: Final Preparation & Testing (1-4 weeks before move)

- ☐ **Schedule OEM Calibration:** Deploy certified field technicians to perform formal decommission lockouts on diagnostic imaging rigs.
- ☐ **Test Redundant Systems:** Perform load testing on facility emergency backups, localized UPS grids, and building fire containment tools.
- ☐ **Verify Code Blue Alerts:** Walk through and test critical medical alert hardware arrays and nursing call buttons.
- ☐ **Conduct Mock Move Simulation:** Execute a full physical walkthrough using non-weighted transfer equipment to trace layout choke points.
- ☐ **Log Controlled Substances:** Enforce explicit chain-of-custody transfer records and background clearances for scheduled pharmacy vaults.
- ☐ **File HAZMAT Manifests:** Secure final Department of Transportation manifests for localized laboratory chemicals and medical isotopes.
- ☐ **Clear Out Biohazards:** Complete total removal of hazardous medical leftovers through certified disposal routes prior to move team entry.

Phase 5: Move Week & Post-Move Activation

- ☐ **Deploy Dual-Facility Staff:** Structure redundant shifts to support legacy intake clinics and incoming destination units at the same time
- ☐ **Supervise Reconnections:** Maintain active engineering crews to monitor network setups and protect Electronic Health Record (EHR) systems.
- ☐ **Maintain Cold-Chain Continuity:** Inspect active electronic monitors tracking temperature ranges for biological materials and research reagents.
- ☐ **Run Post-Move Safety Audits:** Complete official clean-room inspections and infection safety sweeps before taking new patient transfers.
- ☐ **Reconcile Controlled Substances:** Audit pharmacy metrics immediately upon locking inventories inside the replacement clean room vaults.