

Moving in checklist

Preparation		
Practice Insurance	Organise insurance for the practice to start from the date of exchange	
Local Laboratories	Research suppliers	
	Set up ongoing relationship with laboratories	
Practice Branding	Consider if new signage is required	
	Create practice stationery	
Utilities	Set up a new account for gas, water and electricity supply	
	Arrange for phone number to transfer so that the phone number stays the same and keeps working	
Maintenance contracts	Check your obligation on any contracts for inherited equipment	
	Start maintenance contracts for any new equipment	
	Double check equipment in the practice has been tested and that it has up to date certificates	
Patient recall	Check that a recall system is in place and check how it works	
Out of Hours provision	Check what the current out of hours and emergency appointment provision is. How many hours per week, how many patients seen per week?	

Moving Day		
Security	Check locks and corresponding keys	
	Ask seller for alarm codes and instructions	
	Notify police of a change of key holder	
CQC & GDC	Notify the CQC once the practice sale has been completed	
	Inform the GDC of your new practice address if you wish this to be your address shown on the GDC Register	
Utilities & maintenance contracts	Take readings on day of handover to ensure charges are accurate	
	Ensure the seller has informed the utility companies of their move and given final readings	
	Ensure the seller has agreed any actions necessary to release them from their contractual obligations	