

Checklist: Preparing for a Medical Facility Transition



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Moving a medical facility can be daunting and more importantly is providing quality care for your patients during the transition. Not being prepared can put your facility behind schedule and may cause the office to become unorganized. Here are six key points to better prepare your medical facility, staff and patients with the smoothest transition possible.

- **Where are you moving and when?** Knowing where and when you are moving to a new facility is the first essential step to gain understanding of. Where and when is the main platform for the whole transition and sets the timeline for the entire project.
- **Are you growing or right-sizing?** In a dynamic healthcare marketplace, facilities are both growing and downsizing to meet patient and financial needs. This factor influences the amount of equipment, space requirements, and timing issues related to the transition.
- **Identifying the equipment that will “make the cut” to transition to the new facility is a must!** Moving things more than once or not meeting the needs of your new space can cost you money. Getting a grasp of the equipment requirements and working with the transition planner can help to identify the equipment that is needed. Understanding these essentials will help make the new facility operational based upon the plan.
- **Establish a disposition or reuse plan for remaining equipment** What do you do with what is leftover? Putting together a plan to sell, donate, or dispose of the remaining equipment will help your facility recover value and put the worry of what is left to rest.
- **Plan, plan, plan...a detailed process is key to a smooth and successful transition** It may sound simple, but when you have prepared, prepare and plan some more. “Winging it” up until and on the moving day will likely lead to a transition that isn’t successful. This is why a detail-oriented transition planner helps make sure that your facilities' needs are met and you are ready to care for patients in the new space.
- **Pulling it all together** Last on the checklist is the most important, pulling it all together and making the transition happen. This is when the planning, disposition, move and everything that went into the project culminates. This is when a hands on approach to transition planning is essential to get your facility from start to finish and get you doing what you do best – seeing patients.

Approaching the transition of your medical facility with these points in mind will help to deliver a safe, efficient and successful changeover. Our team has worked through a diverse range of transitions and is frequently consulted for our expertise. We are here to uncomplicate your medical facility transition and welcome your questions.

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