

Change Of Address Checklist

Dental/Business Related:	
<p><i>Michigan Dental Association (MDA)</i> Call 800/589-2632 in Michigan or 517/372-9070, extension 424 (Sherry). The MDA will contact the American Dental Association, your local component and any programs/services purchased through the MDA (insurance, glove program, etc).</p>	<p><i>Michigan Board of Dentistry/Department of Community Health – 517/335-0918</i></p> <ol style="list-style-type: none"> 1. Call for a change of address form or 2. Submit a copy of license (preferred) or license number, old address and new address to Bureau of Health Professions, PO Box 30670, Lansing, MI 48909-8170. 3. Visit www.michigan.gov/mylicense.com to change address <p>This will also change the Michigan Controlled Substance license.</p>
<p><i>Drug Enforcement Administration (DEA) – 313/234-4000</i> Submit the old address, new address, DEA number and signature to DEA, 431 Howard Street, Detroit, MI 48226. If you are moving to Michigan from another state, please submit a copy of your Michigan license and Michigan Controlled Substance License.</p>	<p><i>State of Michigan Medical Waste Regulatory Program – 517/241-1320 (John Gohlke)</i> Call or write the Medical Waste Regulatory Program, Dept. of Environmental Quality, 525 West Allegan Street, PO Box 30241, Lansing, MI 48909-7741 to request a new application.</p>
<p><i>Department of Radiological Health – 517/241-1989 (Judy Hengesbach)</i> Call or write the Michigan Department of Consumer & Industry Services, Bureau of Health Services Radiation Safety, PO Box 30658, Lansing, MI 48909 to request a new application form.</p>	<p><i>Malpractice Carrier</i> If you purchase your malpractice insurance through the MDA (Professional Protector Plan), change of address is automatic when notifying the MDA.</p>
<p><i>Insurance Companies</i> if participating (i.e. Delta, Blue Cross, PPO's, etc.)</p>	<p><i>Attorney and other Business Vendors</i> (i.e., accountant, computer, etc.)</p>
<p><i>Run a newspaper announcement</i></p>	<p><i>Payroll Management</i></p>
<p><i>Send postcard notices to patients of record. Consider calling preferred patients directly</i></p>	<p><i>Dry Cleaner/Laundry Service</i></p>
<p><i>Post a sign with the new address on the door of the old office</i></p>	<p><i>Business Associates</i></p>
<p><i>Company Website</i></p>	<p><i>Newspapers/Magazines delivered to the office</i></p>
<p><i>Bottled Water Delivery Service</i></p>	<p><i>Professional Associations (ICD, ACD, AGD, etc.)</i></p>
<p><i>Utility Companies</i></p>	<p><i>Collection Agency (If you obtain this service through the MDA, change of address is automatic when notifying the MDA.</i></p>
<p><i>Suppliers (i.e., labs, electronic claims processing, dental supplies, scrap metal collection)</i></p>	<p><i>Marketing Association. Visit www.the-dma.org to place address on "Do Not Mail" list to reduce junk mail at the office.</i></p>
<p>Prescription Pads</p>	
<p>Other</p>	
<p>Automobile Association</p>	<p>Employer</p>
<p>Banks</p>	<p>Finance Companies (car loan)</p>
<p>Book Club</p>	<p>Frequent Flyer Clubs</p>
<p>Cable/Satellite TV Service Provider</p>	<p>Friends and Relatives</p>
<p>Cellular Phone Service Provider</p>	<p>Garbage Collection Service</p>
<p>Charity/Non-profit Organizations</p>	<p>Gas Company</p>
<p>Church</p>	<p>Golf Club</p>
<p>Collection Agency (If you obtain this service through the MDA, change of address is automatic when notifying the MDA.</p>	<p>Government (Tax Records, Etc.)</p>
<p>College</p>	<p>Grocery Deliver Service</p>
<p>Credit Card Companies</p>	<p>Hair Stylist</p>
<p>Daycare</p>	<p>Health and Fitness Club</p>
<p>Department Store Charge Accounts</p>	<p>House Cleaning Service</p>
<p>Diaper Service</p>	<p>Insurance – Auto If you purchase your auto insurance through the MDA, change of address is automatic when notifying the MDA.</p>
<p>Doctor</p>	<p>Insurance -- Health and Hospital If you purchase your health insurance through the MDA, change of address is automatic when notifying the MDA.</p>
<p>Department of Motor Vehicles (i.e., driver's license, vehicle registration)</p>	<p>Insurance – Homeowners If you purchase your homeowners insurance through the MDA, change of address is automatic when notifying the MDA.</p>
<p>Dry Cleaner/Laundry Service</p>	<p>Insurance – Life If you purchase your life insurance through the MDA, change of address is automatic when notifying the MDA.</p>

Electricity Company	Internet Service Provider
Investments	Schools
Lawn Maintenance Service	Snow Removal Service
Library	Social Security Administration
Mail Order Accounts	Sports Clubs
Movie Rental Clubs	Stockbroker
Music / CD Club	Tax Assessors
Newspapers/Magazines	Telephone Company
Pension Cheque Issuers	Unions
Pet Groomer	Veteran Affairs
Pharmacist	Veterinarian
Pool Maintenance Service	Video / DVD Club
Post Office	Voter Registration
Real Estate Agent	Water Company

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