



SELLER'S PRACTICE SALE CHECK LIST

1. CONDUCT STAFF MEETING(S) TO INFORM OF TRANSITION

- Discuss reason for transition
- Inform staff of use of transition consultant
- Discuss time line and expectations
- Discuss need for "status quo" in practice operation
- Emphasize need for TEAM effort in achieving success for ALL
- Emphasize need for Confidentiality- (Other dentists and their staff!)
- Express hope that all staff will stay- give Purchaser a chance
- Discuss needs of office to prepare for sale- Cleanup, painting, repairs
- Discuss possible scripting to handle patient inquiries

2. CONTACT PROFESSIONAL ADVISORS

- Attorney
 - Do initial planning on sale impact
- Accountant
 - Understand tax implications of sale
 - Discuss timing of sale
- Bank
 - Discuss debts to be paid from sales proceeds
 - Be aware of prepayment penalties or obstacles
- Landlord
 - Discuss need to notify Landlord and understand options available for transfer/assignment.
- Others
 - Financial Planners
 - Consultant
 - Insurance Agent

3. SELLER AND PURCHASER CONFERENCES

- Discuss employee's salaries, benefits, bonus
- Discuss sick day and vacation policies
- Provide/obtain employees' salary histories and work records
- Review Fee Schedule with Purchaser
- Discuss historical policies for Warranty work
- Discuss office/personal policies for pro bono or discounted work
- Discuss Office Policy manual
- Review new patient procedures
- Review case presentation procedures
- Review minimum of ten active patient charts for diagnosis compatibility
- Discuss current suppliers and labs
- Discuss specialists used
- Discuss office staff meeting policies/ frequencies
- Review list of patient charts to be kept (family, friends)
- Review ongoing treatments of special need patients

4. PRIOR TO CLOSING

- Prepare Letters of Introduction-
Patient letter

Referral sources

Other professionals

Send out concurrently with Closing- NOT BEFORE CLOSING

Seller normally composes, and Purchaser revises and approves

- Prepare Vendor termination letter
- Notify current lien holders of impending sale
Obtain payoff amounts in writing good until at least five days after Closing.
- Investigate need for personal health insurance carrier change
- Contact Landlord to complete lease assignment to Purchaser
Prepare office lease if Seller is Landlord
- Arrange for transfer of software license(s)
 - Dental Software
 - Business Software
 - Imaging software and hardware
- Determine if any vendor contracts cannot be canceled with 30 day notice and notify Purchaser of the need to assume.
 - Computer hardware and software
 - Postage meter
 - Copy machine
 - Security System
 - Utility providers
 - Web site
 - Telephone
 - Sharps service
- Locate last x-ray inspection report (EPE) and x-ray installation report.
Provide copies to Purchaser.
- Arrange for termination of credit card servicing account
- Request Transfer of Service Agreement form from telephone company
- Run Accounts receivables report for planning
 - Write off uncollectable accounts
 - Write off or refund credit balances older than 18 months.
- Make a list of patients with internal payment plans.

5. CONCURRENT WITH CLOSING

- Run final accounts receivables and credit balance report
- Back up all practice data to the date of Closing and archive

- Notify service providers of termination of accounts
 - Oxygen and nitrous tanks
 - Waste disposal
 - Long distance carrier
 - Dental supply companies
 - Office supplies
 - Laboratories
 - Direct vendors
 - Display advertising vendors
 - Utility providers

- Notify State Board of Dental Examiners of practice sale

- Notify Texas Workforce commission of practice sale

- Notify Bureau of Radiation and Health for x-ray registration termination

- Notify Secretary of State regarding status of business
 - Change of location
 - Termination of business

- Notify the following of address change and/or retirement
 - Local dental society
 - Texas Dental Association
 - American Dental Association
 - Other professional societies
 - Malpractice insurance carrier
 - Magazine subscriptions
 - Bank and credit card companies
 - Other suppliers
 - Professional journals

- Schedule transfer of utilities
 - Electric Provider
 - Gas Company
 - City services- water and waste

- Complete telephone company phone transfer
 - Obtain Transfer of Service Agreement

- Coordinate transfer of practice health insurance plan

- Notify County taxing authority of business ownership change