

Title X Clinic Closeout Logistics: Vendor Checklist



This checklist is intended to help Title X staff identify vendors to be notified during a clinic closeout. For each vendor, review the contract for required notice periods, assess any buy-out provisions, and issue notice in accordance with the terms of the agreement. In addition to the vendors listed here, assess any other contractual relationships that may require notification.

Administrative & Professional Services

- Accounting firm
- Attorney
- Banking services
- Billing service provider
- Collections agency
- Credit card processing company
- Third-party payers

IT, Software, & Digital Services

- Electronic health records (EHR)
- Internet service provider
- IT support services
- Online scheduling platform
- Practice management system (PMS)
- Telephone service provider

Insurance Providers

- Business interruption/risk insurance
- Medical liability carrier
- Other insurance providers
- Property insurance carrier
- Workers' compensation insurance

Facilities & Utilities

- Cleaning/janitorial services
- Electric utility provider
- Gas provider
- Landlord or leasing agent
- Laundry services
- Lawn care/landscaping
- Parking lot maintenance
- Pest control services
- Security services
- Waste removal (biohazard)
- Waste removal (general)
- Water provider

Supplies & Consumables

- Coffee/beverage/snack services
- Medical supply providers
- Office supply providers
- Pharmaceutical suppliers

Other Vendors

- Cable or TV service
- Contracted couriers
- Creditors
- Reference laboratories