NEW MEDICAL CLINIC RESOURCE

New Medical Clinic IT Opening Checklist

Coordinate connectivity, clinical software, security, phones, devices and support before the first patient arrives.

REVIEWED	Ashley Tietze, Managing Director
UPDATED	3 August 2026
USE	Planning aid - not a compliance certification

How to use this resource

Work through each item with the people responsible for the process. Record evidence, an owner and a realistic due date for every gap. The online version provides related guidance and service links.

01 Design before ordering

1 Create one delivery plan

Record opening date, access, responsibilities, dependencies, decision makers and critical dates.

Evidence / owner / due date: _____

2 Confirm clinical workflows

Map reception, rooms, treatment, printing, scanning, telehealth, billing and after-hours work.

Evidence / owner / due date: _____

3 Choose supportable standards

Use consistent business devices, docks, monitors, printers and network equipment.

Evidence / owner / due date: _____

4 Plan physical requirements

Coordinate power, cabling, racks, Wi-Fi, displays and equipment mounting.

Evidence / owner / due date: _____

02 Build the technology foundation

1 Connectivity and failover

Order early and design managed failover when clinical, phone or payment services require it.

Evidence / owner / due date: _____

2 Identity and Microsoft 365

Create individual accounts, enforce MFA and define staff access processes.

Evidence / owner / due date: _____

3 Managed security

Deploy firewall security, segmentation, EDR, patching, encryption and email protection.

Evidence / owner / due date: _____

4 Clinical system readiness

Coordinate hosting, migration, integrations, roles, vendor testing and training.

Evidence / owner / due date: _____

03 Prepare for go-live

1 Complete room-by-room testing

Test logins, printing, calling, software, imaging, payments and Medicare functions.

Evidence / owner / due date: _____

2 Validate recovery

Record what is protected, who monitors failures and the result of a restoration test.

Evidence / owner / due date: _____

3 Document support

Give staff a normal support channel and a separate urgent escalation path.

Evidence / owner / due date: _____

4 Provide launch coverage

Arrange final checks, responsive opening support and formal defect close-out.

Evidence / owner / due date: _____

IMPORTANT CONTEXT

Confirm current requirements with clinical software, pathology, imaging, payment, telecommunications and accreditation providers. Requirements and lead times change.

Open the current online guide and related resources

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