



Dr. Sue Archibald

29 Plains Road West Unit B | Burlington, ON | L7T 1E8

Notice of Practice Closure

Dear Patients:

After much consideration, I have decided it is time to retire from my full-time Family Practice. I thank you for the privilege of looking after you for over thirty years and for your trust in me. **My last day in the office will be October 14th, 2022.** Appointments already booked after this date are cancelled. I will continue to review any results of tests that I have ordered up to and including November 30, 2022. I will reach out to you via phone as needed to review. Please ensure that any blood work, imaging tests, specialist consultations, etc. are sent to your new family physician and not to myself.

Finding a New Doctor

The enrollment of all my patients rostered to the Aldershot One FHO will be ended. This means you do not have to call the office for after hours care as in the past. Instead, urgent care needs can be addressed in the community. Here are some suggestions to help you find a new family physician as soon as possible:

1. Ask family and friends to ask their doctors if they would take you in.
2. The Hamilton Academy of Medicine lists family doctors accepting patients. Go to: <https://www.hamiltondoctors.ca/find-a-doctor/>
3. The Burlington Ontario Health Team lists family doctors accepting patients. Go to: <https://www.burlingtonoht.ca/>
4. Contact "Health Care Connect" at 1-800-445-1822 or register online at <https://www.ontario.ca/page/find-family-doctor-or-nurse-practitioner>
5. Contact RSRS (see below) They often are aware of physicians accepting new patients.

In the event of a medical emergency, patients should go to the nearest Emergency Department.

Your Medical Record

I am required to store all original patient records for a period before they can be destroyed. I've selected **RSRS**, a physician-managed company, to safely and securely store all patient records from my practice. RSRS will also assist you in **obtaining a certified copy of your medical file for yourself**. Requests for your records from a new physician's office can be faxed in to RSRS at 1-877-398-5932 or emailed to info@rsrs.com

I urge each of you to arrange for the transfer of your record as it is a particularly important file for your continued care and should be accessible at all times, especially in the absence of a new doctor. I have included an infographic illustrating 10 reasons why the record is so important. There is a fee for the copy/transfer of medical records, but it is not prohibitive. Please do not delay in making arrangements by contacting RSRS today at:

www.recordsolutions.ca/DrArchibald

or call RSRS at

1-888-563-3732, Ext. 1 / Fax: 1-877-398-5932

I wish you health and happiness.

Sincerely,

Dr. Sue Archibald

*RSRS is a physician-managed medical records storage facility. They are fully compliant with the guidelines set by the College of Physicians and Surgeons of Ontario and the relevant privacy regulations.