



Dr. Chin Kien Tan

600 Sherbourne St., Suite 504 | Toronto, ON | M4X 1W4

Notice of Practice Closure

Dear Patients:

It is with mixed emotions that I announce my retirement from family practice. **My last day of office will be September 29, 2023.** It has been a privilege to have been part of your lives. I will surely miss each one of you and miss your kindness and encouragement.

Finding a New Doctor

I recognize that changing physicians may be stressful, but I encourage you to seek continuity of care with some of the following suggestions below:

1. Ask family and friends if they can try and get you in with their doctor.
2. Call "Health Care Connect" at 1-800-445-1822 or online at <https://www.ontario.ca/page/find-family-doctor-or-nurse-practitioner>
3. Contact **RSRS** (see below). They often are aware of physicians accepting new patients.

If you have an urgent medical matter in the absence of a doctor, please proceed to the nearest emergency room.

Your Medical Record

I am required by the College of Physicians & Surgeons to store all original patient records for a period before they can be destroyed. I have selected **RSRS**, a physician-managed company to safely and securely store all patient records from my practice and to assist you in **obtaining a certified copy for yourself and/or your new physician**. 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 strongly encourage you to obtain a certified copy of your personal medical history. It is a very 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. While there is a fee for the copy/transfer of medical records, it is not prohibitive. Please do not delay in making arrangements by contacting RSRS today at:

www.recordsolutions.ca/DrCKTan

Tel: 1-888-563-3732

Fax: 1-877-398-5932

Email: info@rsrs.com

I have enjoyed working with you to assist you with your health care needs. I want to wish all of you well and good health for the future.

Warmest regards,

Dr. Chin Kien Tan

*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.