



Assistant Clinical Professor, Department of Family Medicine, McMaster University

Notice of Practice Closure

Dear Patients:

My last day of patient care is April 30, 2024.

Your Medical Record

I am required by the College of Physicians and Surgeons of Ontario to store all original patient records for a period of time before they can be destroyed in compliance with CPSO and relevant privacy regulations. To fulfill this obligation I have entrusted, RSRS a physician-managed company, to safely and securely store all patient records from my practice.

I strongly encourage you to obtain a certified copy of your personal medical history. Having this information will allow optimal continuity of care when you see any medical practitioners in the future. I have included an infographic illustrating 10 reasons why the record is so important.

It is important to always have your health record accessible, especially in the absence of a new family doctor when you may have to attend a Walk in Clinic or the Emergency Department for your health care.

RSRS will assist you in obtaining a certified and searchable copy of your medical file for yourself and your new physician. There is a fee for the copies/transfer of medical records, but it is not prohibitive.

Contact RSRS as soon as possible at:

www.recordsolutions.ca/DrDRalph

Tel: 1-888-563-3732

Fax: 1-877-398-5932

Email: info@rsrs.com

Thank you for attending to this urgent matter,

Respectfully,

A handwritten signature in cursive script, appearing to read 'D. Ralph'.

Douglas Ralph. M.D.

*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.