



Dr. Charles G. Duncan

209 Hwy 20 E. | Fonthill ON | L0S 1E0

NOTICE OF PRACTICE CLOSURE

Dear Patients:

After much consideration and with mixed emotions, I am writing to announce the closure of my medical practice. For the last 50 years it has truly been my privilege to assist you with your healthcare needs. **My practice will be closed effective Thursday October 31st, 2019.**

Finding a New Doctor

As you may know, there exists a shortage of family doctors in the area. Despite my continued efforts, I have not been able to find a doctor to take over my practice, I will continue to do so and keep you updated. You will need to be resourceful to ensure continuity of care. I suggest the following:

1. Ask family and friends to ask their doctors if they would take you in.
2. Contact "Health Care Connect" which refers patients who don't have a doctor - 1-800-445-1822.
3. Obtain a copy of your medical record from RSRS for yourself, for a walk-in clinic, for emergency and for a new doctor. This will ensure continuity of care.

In the event of a medical emergency, always proceed to the nearest Emergency Department.

Your Medical Record

I am required by the CPSO to store all patient records for a period of time before they can be destroyed. I have selected RSRS, a physician-managed facility, to safely and securely store all patient records from my practice, and to assist you in obtaining a *certified and searchable copy* for yourself and for a new doctor. (Note: My office will not be providing you your chart. You must contact RSRS to make arrangements.)

Please note: The transfer of your medical record is very important especially in the absence of a new doctor. I am including an infographic with this letter which describes 10 reasons why. Please do not delay in making arrangements. Kindly proceed to:

www.recordsolutions.ca/DrDuncan

or call RSRS at

1-888-563-3732, Ext. 1

(Note: There is an administrative fee for the transfer of medical records which is not covered by OHIP)

Making the decision to leave my practice has not been an easy one. It has been an honour to be a part of your lives and to have earned your trust over the years. I truly value the relationships that we have developed. I wish you and your family much health and happiness for the future.

Yours sincerely,

Charles Duncan, MbChB, C.C.F.P.

*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 all relevant privacy regulations.