



Dr. Elisabeth Du Bois
Princess Street Medical Centre
772 Princess Street | Kingston, ON | K7L 1G3

Update to Notice of Practice Closure

Dear Patients:

As many of you are aware, I went on medical leave as of July 20, 2025. It is therefore with mixed emotions that I wish to inform you that I will not be returning and will be formally retiring from the practice of medicine as of October 1, 2025. It has been an honour and a joy to have cared for you and your families since January 2002 when I began practicing medicine in Kingston.

Please note that all standing orders for labs and other tests will not be valid after October 1, 2025. Please do not drop off any further forms for completion as I will be unable to fulfill your request.

Finding a New Doctor

While I was unable to arrange for another physician to take over the practice, I want to support you in finding excellent ongoing care. To help with this, I recommend maintaining your own copy of your medical record (see below). As well, here are some helpful resources for finding a new healthcare provider:

1. Ask family and friends if they can try and get you in with their doctor.
2. Speak to your local pharmacist who may be aware of new physicians in your area.
3. Call "Health Care Connect" at 1-800-445-1822 or online at <https://www.ontario.ca/page/find-family-doctor-or-nurse-practitioner>. You should also deroster from my practice by calling 1-888-218-9929.
4. Contact **RSRS** (see below). They have various resources that can assist you

Note: 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 and Surgeons of Ontario 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 and searchable copy for yourself and your new physician. Note: *Your medical record does not automatically follow you when you leave a medical practice. You must request it.*

I recommend obtaining a certified copy of your personal medical history from RSRS. It is a very important resource for your continued care, especially in the absence of a new care provider. I have included an infographic illustrating 10 reasons why getting your record is so valuable.

Please contact RSRS at your first opportunity for help with next steps in your care and your medical record following my closure. It's possible that they may contact you as well, to ensure that all of my active patients have been properly notified.

www.recordsolutions.ca/DrEDuBois

Tel: 1-888-563-3732

Fax: 1-877-398-5932

Email: info@rsrs.com

(Please note: My office will not be facilitating record transfers. This will only be handled by RSRS. There is a fee for the copy/transfer of your medical record in accordance with guidelines, but the fee is not prohibitive.)

I want to express my heartfelt gratitude to all my patients who have been under my care. I sincerely wish you all the best of health and happiness in the future.

Warmest regards,

Elisabeth Du Bois

Dr. E. Du Bois

*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.