



Sahar Ghorayeb M.D.

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Notice of Practice Closure

December 30, 2022

Dear Patients:

It is with mixed emotions that I am announcing the closing of my General Practice. My last day seeing patients will be **June 15, 2023**. It has been a privilege and my pleasure to serve as your physician all these years, and I want to thank you for the trust you have placed in me. Although I have been actively pursuing a replacement for my practice, as of today, I have not been successful. If however, there is a physician interested in assuming the practice, you will be notified. In the meantime, it is of great importance that you pursue the various options to find a new family doctor for your care.

Finding a New Doctor

For continuity of care purposes, please start looking for a new family physician promptly with the suggestions below. After finding a new Family Physician it is important that at any point of contact in the health care system that you have (i.e.: Xrays, Laboratories, Hospitals, Specialists, Emergency, Walk-in Clinics etc), that you provide them with the name of your new Family Doctor. This will ensure that reports and results will be sent to them for review and follow up. As of June 28, 2023 my office will be closed.

1. Ask family and friends if they can try to get you in with their doctor.
2. Go to the Southlake Regional Health Care website to find a list online of family physicians accepting new patients: <https://southlake.ca/preparing-for-care/doctors-taking-new-patients/>
3. Call the "College of Physicians and Surgeons of Ontario" at 416-967-2603.
4. Call "Health Care Connect" at 1-800-445-1822 or register online at <https://www.ontario.ca/page/find-family-doctor-or-nurse-practitioner> (Only register with Health Care Connect after your last appointment with me)
5. 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 Records - IMPORTANT

I am required by law to keep the original medical records for at least 10 years after the patient's last visit. For children, I must retain records for ten years after they turn eighteen. Charts may include both a paper and an electronic medical record. With issues of security and privacy, storage of medical records has become increasingly complex, and as such I have 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 and searchable copy of your medical file for yourself and/or your new physician.**

I encourage 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:

www.recordsolutions.ca/DrGhorayeb

Tel: 1-888-563-3732, Ext. 1

Fax: 1-877-398-5932

info@rsrs.com

Requests for your records by a new physician's office can be faxed in to RSRS at 1-877-398-5932 or emailed to info@rsrs.com

I would like to close by adding that it has been a pleasure to care for you for all these years. I will look back at these years, remembering so many of you and the moments we have shared together during our visits. I wish you all the best.

Sincerely,

Sahar Ghorayeb

Dr. Sahar Ghorayeb

*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.