



Dr. Jeffrey King

Beechwood Forest Medical Centre
890 Glasgow Street, Suite 2 |Kitchener, ON| N2N 3G6

Notice of Practice Closure / Transition

Dear Patients:

It is with mixed emotions that I am announcing the closing of my General Practice **effective July 31, 2024**. It has been a privilege and honour to have been a family doctor for the past thirty-six years. From caring for up to five generations of some families to working through a pandemic, family medicine has been both rewarding and challenging. I have been fortunate to have had two supportive professional colleagues and amazing support staff to whom I am forever grateful.

Continuity of Care – Dr. Arshad Muhammad

While planning my retirement, I did not want to abandon my patients, so over this past year I have been diligently searching for a replacement doctor for my practice. I am very pleased to announce that **Dr. Arshad Muhammad has agreed to take over the care of those patients wishing to enroll with him* effective August 1st 2024**. Dr. Muhammad completed his family medicine training in the United Kingdom. He qualified for the Certificate of the College of Family Physicians of Canada in 2017 and has since practiced family medicine in King City, Ontario. He is looking forward to relocating to the Kitchener Waterloo area. I would encourage you to enroll with Dr. Muhammad's office as soon as possible.

Please note that all previously arranged outstanding investigations and test results that will be sent to my office after July 31st, 2024 will not be reviewed by me. Dr. Muhammad should be reviewing those results, however, it will be the patient's responsibility to follow up with Dr. Muhammad regarding those results and any further management.

Your Medical Record

I am required by the College of Physicians to securely store all patient records from my practice for a number of years. I have made arrangements with **RSRS**, a physician-managed facility, to securely store all records from my practice and to respond to all requests for medical record transfers. Your medical record in my practice currently exists entirely in paper. Dr. Muhammad will be running a fully *digitized* practice and will be using an Electronic Medical Records System (EMR). This means that you must arrange for the conversion of your record to digital in order to have your record accepted by Dr. Muhammad (see below).

I would encourage you to sign up with Dr. Muhammad's practice as soon as possible (see below) but I also ask for your patience for the transition to go fully into effect. When first meeting your new family doctor you should bring with you all your medications and a list of your major past and present health problems. Please follow the steps below to enroll with Dr. Muhammad's practice and to have your medical records digitized and transferred to Dr. Muhammad.

*To join Dr. Muhammad's practice, please follow the 2 steps below:

1. Complete the enclosed **Ministry of Health Patient Enrolment Form** included in this package, available in our office, or available online at www.recordsolutions.ca/DrKing. Please send to RSRS along with your Authorization for Release Form (see #2 below). **Please complete one Enrolment Form for EACH patient who is 16 years of age or older.** If you need assistance, please contact RSRS at 1-888-563-3732 (where you can also make arrangements for your medical record).
2. Complete the enclosed **Authorization for Release of Medical Records form** also found at <http://www.recordsolutions.ca/DrKing> OR contact RSRS at 1-888-563-3732 to make the arrangement for record copy and transfer by phone.

Note: There is a fee for the digitization and transfer of your record, but it is not prohibitive. If your child's record with Dr. King is very limited, please inform RSRS so that they can give financial consideration with respect to the record fee.

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Please remit your completed manual forms in one of the following ways:

Scan-to-email: medicalrecords@rsrs.com

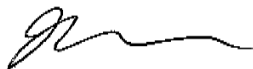
Fax: 1-877-398-5932

Mail: Dr. King c/o RSRS, 111 St. Regis Cres. South, Toronto, ON M3J 1Y6

Drop off in person - Beechwood Forest Medical Centre: 890 Glasgow St Suite 2, Kitchener, ON N2N 2Y6

I will certainly miss seeing my patients and wish you all the very best. Over the years I have met some truly wonderful people who even without knowing it have significantly enriched my life. I am looking forward to spending more time with family and friends. Remember to enjoy and make the most out of each and every day. Take good care and be well.

Sincerely,



Dr. Jeff King

*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.