



Dr. Mathew Woodsford

7-101 Lakeport Road | St. Catharines, ON | L2N 7L7

Notice of Practice Closure

Dear Patients:

I am writing to share that I will be closing my Family Medical Practice as I will be relocating out of province due to family reasons. **My last day of patient care is July 30, 2026.** I am sincerely thankful to you, my patients, for trusting me with your care over the years. It has truly been an honour and a privilege to be your family doctor. I will try my best to find another physician to take over my practice but I cannot make any guarantees.

Finding a New Doctor

If I am unable to arrange for another physician to take over the practice, I want to support you any way I can so that you have ongoing care as required. *You should obtain a copy of your own medical record copy (see below).* Additionally, here are some resources for ongoing care:

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>
4. Contact **RSRS** (see below). They have various resources that can assist you while you are searching for a new doctor.

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 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.

*Your medical record does not automatically follow you or go anywhere else when you lose your doctor... unless you arrange for it. **RSRS will assist you in obtaining a certified copy of your record for your continued care.** I encourage you to obtain your medical record as it is your health fingerprint and is a very important file for safe continued care. It should always be accessible, even and especially in the absence of a new doctor. Once you find a new doctor you can share a copy of your own personal copy. I have included an infographic illustration which explains the reasons the medical record is so important.*

Note: My office will NOT be involved in the record transfer process. This will only be done through RSRS. RSRS might also reach out to you to ensure that this notification has been properly received and to assist you further. You can contact RSRS in one of the following ways:

www.recordsolutions.ca/DrMWoodsford

Tel: 1-888-563-3732 Fax: 1-877-398-5932 Email: info@rsrs.com

(Please note: You can arrange for a copy of your medical record immediately, however unless it is an emergency, the actual delivery of your requested medical record will take place only after our practice closes to ensure that your information is as current as possible. There is a fee for the copy/transfer of your medical record in accordance with guidelines but the fee is not prohibitive.)

Thank you for your trust throughout the years and for your support at this difficult time. I wish you much health and happiness for the future.

Sincerely,

Dr. Mathew Woodsford

*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.