



Dr. Matthew Johnson

P.O. Box 516 154 Rolph Street | Tillsonburg, ON | N4G 3Z1

Notice of Practice Relocation Effective July 1, 2024

Dear Patients:

After much consideration, I have decided to relocate my family practice. I invite you to join me at the new office in Woodstock. I recognize that this change in practice location will pose an inconvenience for many of you, but it is necessary as I will be moving closer to the GTA for family-related reasons. I would like to emphasize that I will do my utmost to make things as convenient as possible for my patients by offering virtual appointments to address concerns that can be safely addressed over the phone. I will begin seeing patients at my new location on **July 15, 2024**:

527 Adelaide St.
Woodstock, ON N4S 4B5
(226) 231-8414

NOTE: My new office will be utilizing a different medical record system. Those patients wishing to join my new clinic should arrange to have their medical records converted and then transferred over. In this way, I will have direct and immediate access to all of your vital medical information including current and past tests, investigations, consultation letters and reports. I am using **RSRS***, a physician-managed company to assist my patients with this service. (see #2 below for more information).

To join me at the new location, you will need to **(1) Enroll in the practice**, and **(2) Transfer a Copy of Your Converted Medical Record**.

1. Complete the enclosed ENROLMENT FORM included in this package or go online at www.recordsolutions.ca/DrMatthewJohnson. If you choose to manually complete the form enclosed, please send the completed form to RSRS (once you've also made arrangements for the record transfer). Please complete 1 enrolment form for each adult patient. Additional enrolment forms can be obtained online at the above website, or by calling 1-888-563-3732 (where you can also make arrangements for your medical record)
2. Obtain a copy / transfer your medical record by completing the enclosed AUTHORIZATION FOR RELEASE OF MEDICAL RECORDS form. Once again, this can also be done by filling in the Authorization form online at www.recordsolutions.ca/DrMatthewJohnson. Alternatively, you can contact RSRS at 1-888-563-3732 to make the arrangement for record copy and transfer by phone. (Please note: My office **will not** be administering either of these forms. This can only be done through RSRS).

Please submit your completed forms as follows:

Email: medicalrecords@rsrs.com
Fax: 1-877-398-5932
Mail: RSRS Inc.
111 St. Regis Cres. S., Toronto, ON M3J 1Y6

I look forward to seeing you at the new location!

Warm regards,

Dr. Matthew Johnson

*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. **Note: There is a fee for the transfer of medical records but it is not prohibitive.**