



Dr. Ruth MacSween
163 Brock St. | Kingston, ON | K7L 1S2

Notice of Practice Closure

Dear Patients,

After much consideration and with mixed emotions, I wish to share that after over 25 years in Canada I will be closing my dermatology practice. Many of you will be aware of this already.

I am not overly fond of the form letter, but there is some information which I must impart.

First and foremost, it has been an honour and privilege to be part of your care and to have earned your trust over the years. I am deeply grateful for the many meaningful relationships built throughout my practice. Many thanks for all your kind wishes on my retirement – I appreciated them very much!

Your Medical Record

I am required by the College of Physicians & Surgeons to store all original patient records for a period of ten years after I cease practice. I've selected RSRS, a physician-managed company, to store all patient records from my practice safely and securely. RSRS can assist you in obtaining a certified and searchable copy of your record.

Please note that I have generally sent information and notes back to your primary care physician along the way, and that if you have been referred by me for ongoing care then I will already have sent a short pertinent summary with that referral.

If you would like a copy of your chart, then contact RSRS at:

www.recordsolutions.ca/DrRMacSween

Tel: 1-888-563-3732

Fax: 1-877-398-5932

Email: info@rsrs.com

The website is user friendly. There is a fee for the copy/transfer of your medical record in accordance with guidelines – I do apologise for that, but getting a chart copy is sadly not an insured service under OHIP which is why there is a charge. The fee from RSRS is not prohibitive. Please note that my office will not be facilitating chart copies or transfers (beyond what we have done in that regard before closure). This will only be handled by RSRS.

Once again, I have enjoyed working with each of you and wish you well in the future.

Sincerely,

Dr. Ruth MacSween

*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.