



Dr. Sheldon Butt

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Update to Notice of Practice Closure

Dear Patients:

I hope this letter finds you and your family well. As most of you are likely aware, my clinical practice closed in June 2024. I am reaching out today to update you with some important information about the storage of my medical records.

Finding a New Doctor

While I was 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. I encourage you to be proactive in your healthcare management. Your medical record plays a big role in this (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 "Patient Connect NL" at 1-833-913-4679 or online at <https://patientconnect.nlchi.nl.ca/>
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 discarded. I have selected **RSRS**, a physician-managed company, to safely and securely store all patient records from my practice. For those of you who were patients of Dr Sparrow, my records will also include a digital copy of his medical files given to me, should you ever need them. If you are receiving this letter as the family member of a deceased former patient of mine, a copy of your family member's medical file will be kept with RSRS for ten years, according to guidelines.

You may have heard recently that all Newfoundland and Labrador hospitals have moved to a new electronic medical record (EMR). All your health records with Western Memorial Regional Hospital will be moved to the new EMR. This includes any imaging reports, lab reports, Emergency Room visits, and in-hospital specialist and Operating Room reports. After I closed my clinic in 2024, I attempted to transfer my medical files to the hospital but we were not able to make this happen. Moving forward they will be stored with RSRS.

*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: I 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/DrSButt

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

(Please note: 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. Sheldon Butt

*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 Newfoundland and the relevant privacy regulations.