



Dr. A. S. Douglas Shelley
205-726 Bloor St. W., Toronto, ON M6G 4A1

NOTICE OF PRACTICE CLOSURE

September 2018

Dear Patients:

After 48 years of service as a doctor, I have made the difficult decision to retire from my family practice. I plan to now enjoy my retirement with family and friends.

My last day seeing patients is November 23, 2018.

Finding a New Doctor

It can be difficult to find a new doctor. I recommend asking family and friends to ask their doctors to accept you as a patient. You can also try to get a referral from **Health Care Connect** at 1-800-445-1822. Once you find a new family doctor, please inform your consulting specialists of the change. I am no longer responsible for any of your test results after December 2018.

Medical Record (Important)

I strongly recommend that you obtain a copy of your medical record for your ongoing care.

I am required to store all my original patient records for some time before they can be destroyed. I have appointed RSRS, a physician-managed facility to provide the storage for my practice.

When I close my practice, **please contact RSRS to obtain a certified copy of your record.** You should not wait until you find a new doctor as this information is also very important when you don't have a doctor and you require immediate care elsewhere. I recommend that you always keep a copy for yourself moving forward.

There is a fee to obtain a copy of your record, but the fee is manageable and RSRS will assist you any way they can. **Please contact RSRS as follows:**

Call 1-888-563-3732 Ext. 1

or

Go online to www.RecordSolutions.ca/DrShelley

It has been a great honour being your doctor. I wish you and your family much health and happiness for the future.

Sincerely,

Douglas Shelley MD.,