



Dr. Donna Steele

55 Queen Street, Suite 202 | Toronto, ON | M5C 1R6

Notice of Practice Closure

May 2022

Dear Patients:

I am writing to advise you that I will be closing my office and ending my practice. **My last day for seeing patients is July 28, 2022.**

Finding a New Doctor

You will need to return to your Family Doctor in order to be referred to a new OB/GYN if needed.

Your Medical Record

I am required by the College of Physicians & Surgeons to store all original patient records for a period of 10 years before they can be destroyed. I have selected **RSRS**, a physician-managed company, to safely and securely store all patient records from my practice.

The staff at **RSRS** can assist you in obtaining a certified copy of your records if desired. There is a fee for the copy/transfer of medical records, but it is not prohibitive. I do support you obtaining a copy of your records for yourself to share with any new health care provider so that all of your health experiences and past history is available. RSRS can be contacted directly either by email or phone below.

www.recordsolutions.ca/DrSteele

or call RSRS at

1-888-563-3732, Ext. 1

It has been a pleasure serving you. I wish you and your family the best of health for the future.

Yours truly,

Donna Steele M.D., FRCS(C)

*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.