

SAMPLE ONLY

Notice of Practice Closure

Dear patients,

Please be advised I will be retiring from my medical practice on a date to be determined.

I wish you all the best of health in your future. Over many years in practice, I have enjoyed many good conversations with all of you and enjoyed many friends in my patients, staff and colleagues.

Finding a New Doctor

RSRS provides a webpage with useful links to help you in your quest to find a new doctor. Visit recordsolutions.ca/newdoctor

Medical Record (Important)

It is required that all original clinical records of patients are to be kept for a specified period before they can be shredded. We have contracted with RSRS (Record Storage & Retrieval Services), a compliant medical records facility, to store the records from the practice and to transfer a copy of your file upon your instruction.

I strongly recommend that you obtain a copy of your personal medical history from RSRS.

This information is important for your continued care and may not be available to you or your next healthcare provider otherwise. Please inform any specialist you may be attending of your new family doctor's name and location.

IMPORTANT - To obtain a copy of your medical record,
please proceed to www.recordsolutions.ca
or contact RSRS at 1-888-563-3732 Ext #1

(Please note that there is a fee for the copying and transferring of medical records
You do not need to have a new doctor in order to obtain a copy of your record.)

I wish you good health and the best of luck in the future.

Sincerely,

Your Doctor

* RSRS is a fully compliant, physician-managed medical records facility