

## Retirement from Practice Letter: Practice Is Closing – SAMPLE

*This sample letter was developed using plain language principles. The letter is intended to be easy to read, understand, and use.*

*[Insert date, at least three months prior to closing.]*

Dear *[insert patient's name]*:

I am retiring on *[insert date of retirement]*. You will need to choose a new doctor to make sure your medical care continues.

### Steps you need to take to make sure your medical care continues.

- Decide who your new doctor will be. For help finding a new doctor, call:
  - Your health insurance company.
  - **OR** *[insert name and phone number of local medical society]*.
- Call the office at *[insert phone number]* to let us know who your new doctor will be.
- Make sure your new doctor gets a copy of your medical record. Complete the enclosed *Permission Form to Send Medical Records*.
  - Mail the completed form to *[insert address]* **BEFORE** *[insert date]*. We will send your medical records to your new doctor when we get this form.
  - **OR** call the office **BEFORE** *[insert date]* at *[insert phone number]* to set a time for you to drop off the completed form and pick up a copy of your medical records in the office.

### Your Medical Records

- You may get a copy of your medical records from my office until *[insert date]*. The office is open between *[insert opening time]* and *[closing time]*, on *[insert days of the week]*.
- After *[insert date]*, you can get a copy of your record by calling *[insert name and contact information of medical records custodian]*.
- *[Insert Medical Records Custodian's Name]* will keep a copy of your record for 10 years.

Thank you for letting me be your doctor. Best wishes for your health and happiness.

Sincerely,

*[Insert doctor's name]*

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