

Closing a Practice Checklist – SAMPLE

This sample checklist was developed based on the key recommendations in Practice Management: Closing, Leaving, or Merging a Practice. This list is not in any particular order, as needs are specific to each practice. For detailed recommendations, see this chapter.

- Identify a closing date.
- Consult your attorney and accountant.
- Notify relevant insurance carriers, agencies, businesses, and healthcare entities.
- Notify medical professional liability carrier.
- Check state laws and regulations for specific rules on handling medical records and notifying patients.
- Notify employees and colleagues.
- Make staffing plans through the closure.
- Determine plan for medical and personnel records.
- Appoint a medical records custodian.
- Notify patients at least three months prior to closing.
- Announce practice closing.
- Arrange ongoing acute or critical care for patients who require it.
- Ensure follow-up on outstanding laboratory or imaging studies.
- Settle accounts receivables and maintain bank accounts until financial matters are concluded.
- Dispose of supplies, forms, medications, and prescriptions pads appropriately.
- Sell or donate equipment.
- Leave email and telephone messages.

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