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## PHYSICIAN CHECKLIST: CLOSING OR TAKING LEAVE FROM A MEDICAL PRACTICE

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All physicians who are closing their medical practice or taking a leave from practice of three months or longer must comply with the [Standard of Practice: Closing or Taking Leave from a Medical Practice](#).

**NOTE:** This checklist is meant as a supplementary tool and does not replace reading the [Standard of Practice: Closing or Taking Leave From a Medical Practice](#).

Additionally, not all items will apply to all physicians and/or practice situations.

### Checklist

- Attempt to place patients under acute and/or active care with another healthcare provider
- When possible, arrange follow up for any outstanding investigations, test results or reports with another healthcare provider
- Notify the College in advance of closing or leaving practice by completing the approved notification form (see resources linked below). It is important to provide the following information on your form:
  - a. your forwarding mailing address and contact information,
  - b. the location of patient medical records and how they may be accessed, and
  - c. the name and contact information for your successor custodian, if applicable.
- Provide patients with a **minimum** of 90 days' notice of an intended closure or leave from practice
- Notify NL Health Services as soon as possible
- Notify all healthcare providers to whom you regularly refer or from whom you regularly receive referrals as soon as possible
- Make appropriate arrangements for the retention or transfer of patient medical records in a manner which is in accordance with the *Personal Health Information Act* and the College's *Standard of Practice on Medical Records Documentation & Management* (see resources linked below)

- Stop accepting referrals and/or new patients if the matter cannot be resolved prior to closing or taking leave from practice
- Use clinical judgement when, and document the reasons for, issuing any prescriptions which will continue after closing or taking leave from practice
- Dispose of all medications, tamper resistant prescription drug pads, equipment, and supplies in a safe and appropriate manner

## Resources

- [Standard of Practice: Closing or Taking Leave From a Medical Practice](#)
- [FAQ on Standard of Practice: Closing or Taking Leave from a Medical Practice](#)
- [Notification of Closing or Taking Leave from a Medical Practice form](#)
- [Standard of Practice: Medical Records Documentation & Management](#)
- [Personal Health Information Act](#)