

Patient Practice Closure Cover Letter

<<Insert Clinic Header>>

[Date]

[Patient Address]

Dear [Patient],

I am writing to inform you that after _____ years, I will be retiring from my family practice as of <<Insert Last Date & Month in Office>>. Unfortunately, I have not been able to find anyone to take over my practice. Making the decision to leave my practice has not been easy and leaving a practice with so many wonderful patients will be the most difficult part. I have valued the trusted relationship we developed and truly appreciated the opportunity to help you manage your health care needs.

In view of my upcoming departure from my medical practice, the Vancouver Division of Family Practice (VDoFP) and I are working hard to find a new primary care provider to take over your care. If you are a family practice patient of mine who has had an office visit in the last two years, the VDoFP will contact you via mail before <<Insert Last Month & Day in Office>> if they are able to find an alternate option of care for you.

I would suggest you also search for your own primary care provider, please visit the Healthlink BC website which provides a list of walk-in clinics at <https://www.healthlinkbc.ca/services-and-resources/find-services>. You can also call them at 8-1-1. Also, consider using your personal network to find a physician, a family member or friend may be able to ask if their doctor is taking new patients.

In order for your new physician to obtain a copy of your medical record, you must contact MedRecords to transfer your record to your new physician's office. You can do this by either:

1. Calling 604-800-7079; or
2. Visiting <https://medrecords.ca/patients/>

MedRecords is a non-profit association and charges a minimal fee associated with the transfer of medical records. Please be advised that this process will take several weeks and that your new physician's office cannot fill out this transfer request on your behalf.

Thank you for the privilege of being your family doctor for all these years. I wish you and your family the best of health in the future.

Yours truly,

Dr. _____