

Closing or Leaving a Medical Practice

PLEASE NOTE: This checklist is meant as a supplementary tool and does not replace reading the [Closing or Leaving a Medical Practice](#) standard or [Advice to the Profession](#) document.

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

Checklist

- ☐ Attempted to place patients under acute and/or active care with another healthcare provider
- ☐ Arranged follow up for any outstanding investigations, test results or reports with another healthcare provider
- ☐ Notified CPSA 90 days in advance of closing or leaving practice (see notification forms linked below)
- ☐ Notified patients seen within the past year who have an expectation of ongoing care 90 days in advance of closing or leaving practice
- ☐ Notified all healthcare providers to whom you regularly refer or from whom you regularly receive referrals, hospitals where you hold privileges, employers and the Alberta Health Care Insurance Plan, if applicable, 90 days in advance of closing or leaving practice
- ☐ Provided CPSA with the following (see notification forms linked below):
 - a. information describing how the transfer of patient care will be managed, where applicable;
 - b. information on the location and disposition of patient records and how the patient records may be accessed (as per the [Patient Record Retention](#) standard of practice);
 - c. the name and contact information for the regulated member's successor custodian;
 - d. a forwarding mailing address and contact information for the regulated member; and

Closing or Leaving a Medical Practice

e. all unused [TPP Alberta](#) prescription pads in the possession of the regulated member if ceasing a medical practice in Alberta.

- ☐ Stopped accepting referrals/new patients if the matter cannot be resolved prior to closing or leaving practice
- ☐ If considered the custodian of their patient records, ensured secure storage and disposition of patient records (physicians considered affiliates are not required to make storage arrangements for patient records)
- ☐ Ensured an Information Sharing Agreement (ISA) is in place if custodianship of patient records is not maintained (as above, an ISA is not required if a physician is considered an affiliate)
- ☐ Disposed of medications, equipment and supplies in a safe manner

Notification forms

- To access the Notification of Change Form, please log into your [member portal](#)
- [Professional Corporation Address Change](#)
- [Custody of Patient Records](#)

QUESTIONS? Contact Chantelle Dick, Standards of Practice Advisor, by emailing chantelle.dick@cpsa.ab.ca.