

### Closing a Practice Checklist:

- Notify your employees
- Review your legal and ethical obligations to your employees
- Notify your patients
  - Closing Practice -- Letter to Patients  
If you are closing your practice, you need to let patients know and advise them to find another physician. Here is a letter you can use to help get the job done. Make sure to retain a copy of the letter in each patient's file.
- Retaining Records
  - "In general, medical records with respect to competent adults should be kept at least seven (7) years. Records with respect to minors should be kept for at least seven (7) years or until the minor reaches his/her tenth birthday, for treatment after April 1, 1994; fifteenth birthday, for treatment after October 1, 1986; and nineteenth birthday, for treatment prior to October 1, 1986, whichever is earlier. " (MSMS Medical Records Information Booklet, October, 2004)
  - The records of deceased patients can be destroyed a few years after their death.
  - Legal title to a patient's record belongs to the physician. However, the patient has a right to a copy of his or her own medical record in the State of Michigan under the HIPAA.
- Notify the appropriate agencies, insurance carriers and associations
  - State board of medical examiners
  - Drug Enforcement Administration
  - Professional Associations like the Michigan Osteopathic Association, specialty associations and county associations.
  - Social Security Administration
  - Insurance Carriers
- Accounts Receivable & Collection