

Dr. William Shipley M.D.

427 Bridge St E | Belleville ON | K8N1P9

NOTICE OF PRACTICE CLOSURE

Dear Patients:

After much consideration and with mixed emotions, **I am writing to announce the closure of my medical practice effective immediately.** It truly has been my privilege to assist you with your healthcare needs.

Finding a New Doctor

As you may know, there exists a shortage of family doctors in the area. Despite my efforts, I have not been able to find a doctor to take over my practice. You will need to be resourceful to ensure continuity of care. I suggest the following:

1. Ask family and friends to ask their doctors if they would take you in their practice.
2. Contact "Health Care Connect" which refers patients who don't have a doctor - 1-800-445-1822.
3. Obtain a copy of your medical record from RSRS for yourself, for a walk-in clinic, emergencies and for a new doctor. This will ensure continuity of care.

If you require follow-up, you will require a physician's referral. Please contact your new physician / after-hours / walk-in clinic to facilitate this. This also ensures that you will be made aware of any pertinent results.
In the event of a medical emergency, always proceed to the nearest Emergency Department.

Your Medical Record

I am required by the CPSO to store all patient records for a period of time before they can be destroyed. I've selected RSRS, a physician-managed facility, to safely and securely store all patient records from my practice, and to assist you in obtaining a *certified and searchable copy* for yourself and for a new doctor. (Note: My office will not be providing you your chart. It is not something we are equipped to do in these volumes. You must contact RSRS to make arrangements.)

Please note: The transfer of your medical record is very important, especially in the absence of a new doctor. I am including an infographic with this letter which describes 10 reasons why. Please do not delay in making arrangements. Please contact RSRS at:

www.recordsolutions.ca/DrShipley

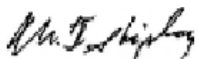
or call RSRS at

1-888-563-3732, Ext. 1

(Note: There is an administrative fee for the transfer of medical records which is not covered by OHIP)

Making the decision to leave my practice has not been an easy one. It has been an honor to be a part of your lives and to have earned your trust over the years. I truly value the relationships that we have developed. I wish you and your family much health and happiness for the future.

Yours sincerely,



William Shipley, M.D.

*RSRS is a physician-managed medical records storage facility. They are fully compliant with the guidelines set by the College of Physicians and Surgeons of Ontario and operate in keeping with the relevant privacy regulations.