


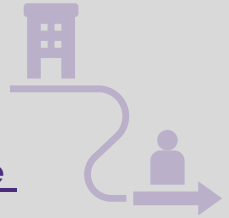
CHECKLIST FOR CLOSING OR RELOCATING A MEDICAL PRACTICE

1

REVIEW DETAILED INFORMATION AND REQUIREMENTS FOR RETIREMENT ONLINE



 Visit cpsm.mb.ca/registration OR
With a smartphone, click on the image on the left to take you directly to the page.



2

WITHIN 90 DAYS, YOU MUST PROVIDE NOTICE TO:

- Patients or their representatives*
- Physicians you routinely send referrals or consults
- Any Regional Health Authority where you have privileges
- Any Personal Care Home you practice in
- College of Physicians & Surgeons of Manitoba (CPSM)
- Canadian Medical Protective Association (CMPA)
- Manitoba Health, Seniors, and Active Living
- Doctors Manitoba
- Canadian Medical Protective Association (CMPA)



**You must provide individual notice to patients who have an appointment booked or patients who request an appointment prior to your date of absence.*

3

YOUR NOTICE TO CPSM MUST INCLUDE:

- Anticipated date of closure or relocation, including if there will be a gap in the functioning of the medical practice.
- A copy of the notice provided to patients and general information about how it was communicated.
- General information about the care arrangements made for patients.
- Information about where patient records will be located, how they will be transferred to another registrant, or how copies can be obtained.
- Arrangements that have been made for the secure storage of the patient and appointment records.
- A forwarding mailing address and contact information.



4

KNOW YOUR CONTINUITY OF CARE RESPONSIBILITIES

You are expected to take measures to ensure good continuity of care for your patients when retiring. Review the requirements in the *Standard of Practice for Good Medical Care* at bit.ly/cpsmstandards.

If you have any questions, contact CPSM at
204-774-4344 or email registration@cpsm.mb.ca


cpsm.mb.ca