Checklist for Practice Takeover Agreement

Timeline

- ☐ Date the practice will be fully assumed by the new physician.
- ☐ Transition period where retiring physician will be available for questions/concerns/mentorship (this can be more informal, not in contract).

Financial Agreement

- ☐ Agreement to take over practice costs associated with the current cost share arrangement of the practice.
- ☐ Discuss and determine how the existing equipment and supplies within the practice will be transferred.
- ☐ For family physicians, discuss chronic disease management billing - does new family physician take over all chronic disease billing? At what point or date?

Legal

- ☐ Review lease or contract agreements
- ☐ Determine capital gains and tax implications
- ☐ Determine PHIA/privacy requirements for transferring patient files
- ☐ Contact CMPA and inform them of practice change

Partner Agreement

- ☐ Discuss and come to an agreement with partner and new physician taking over.
- ☐ Discuss how staff will be transitioned and how the change will be communicated to the office.

Lease Obligation

- ☐ Acknowledgment that arrangements have already been made with the landlord to change the name on the lease at a specified date. Potentially include the lease paperwork as a reference.
- ☐ Discuss any expected/planned leasehold improvements if applicable.

Stewardship of Medical Files

- ☐ Discuss which files will be transferred and on what date.
- ☐ Patients will be able to request a copy of their medical file, and that will be at the patients' expense.
- ☐ Retiring family physician will keep a copy or have access to (electronic or paper) medical files if needed for his own medical legal purposes.

Keep in mind this is dependent upon plans to digitize paper files or export electronic.

Patients

- ☐ Determine a list of patients for whom the new family physician agrees to take over the care (based on active patients).
- ☐ Agree on who is considered active (e.g. patients who have been seen in the last 3 years).
- ☐ Agree upon a plan to notify patients of the transition from one family physician to another (preferred 3 months' notice).

Notification of Necessary Parties

- ☐ Determine a plan to notify specialists, associations, and organizations that may forward information to retiring family physician. Where necessary, inform them that Dr. X has taken over. In other cases, notification of retirement may be all that is necessary.

Fees/Costs

- ☐ Any fees or costs incurred during the practice takeover transition, and how will they be allocated.

For example, costs of notifying necessary parties, legal fees, etc.