

Closing Practice Checklist

- ☐ **Staff:** Inform staff before others so they can assist in informing people
- ☐ **Colleagues:** Make a list of people you work with or refer to and inform them of practice closure
- ☐ **CPSM:** Discuss when to cancel your license. They will need your contact information, where to access your medical records, and confirmation of MP3 pad return to College of Pharmacists
- ☐ **Practitioner Registry:** Inform them of practice closure and forwarding contact information.

204-788-2567 or 204-786-7225

Email: practitionerregistry@gov.mb.ca

- ☐ **Other facilities you practice in (RHA, PCH, Hospitals, Corrections, WCB, MPI, Insurance Companies):** Notify them of when you plan to stop practicing, make a plan for patients, provide contact information
- ☐ **Labs and Pharmacies:** Contact those where you have standing orders for tests and prescriptions
- ☐ **College of Pharmacists:** Return unused MP3 pads
- ☐ **CMPA:** Provide them with your contact information and information about your practice closure
- ☐ **Medical Records Storage:** Inform company of your current contact information.
- ☐ **National Colleges (CFPC or RCPSC):** Inform them of your change in practice status and contact information
- ☐ **Insurance Providers:** Ensure contact information is up to date and cancel any plans which are no longer needed
- ☐ **EMR Provider:** Notify them of practice closure date and plan for storing or exporting medical records
- ☐ **Office Utilities and Telephone and Internet:** cancel and provide contact information. Consider maintaining phone line for an extended period with recorded message of practice closure
- ☐ **Doctors Manitoba:** Discuss membership options, current contact information, and wellness and support services
- ☐ **CMA:** If you are a member, update your practice status
- ☐ **CRA and Banking:** Ensure contact information is up to date
- ☐ **Canada Post:** Redirect mail
- ☐ **Medical Supply Companies:** cancel any standing orders and provide contact information
- ☐ **Contract Services (Janitorial, Maintenance, Security):** Terminate services and provide contact information