

## **SUGGESTED PROTOCOL FOR RETIRING DENTISTS OR CLOSING A DENTAL PRACTICE**

Announce your retirement or closing date, at least 30 days prior to retirement, in your local newspaper and on your website (if one exists).

Advise patients that a COPY of their records will be made available to them and explain how the patient or their new dentist can get a COPY. (You must have something in place to facilitate the photocopying of the patient's file) (It is recommended that you do not release the original file/records to the patient or patient's new dentist. You should retain the original for any potential litigation purposes.)

A letter should be sent to all patients who have been active within the previous 24 months, advising that dentist is retiring or closing, copy of records are available and how patient or patient's new dentist can get a copy of them. If multiple patients are within a single family at a single address, send just one letter to that address for ALL those patients.

Post in your office, in a conspicuous place, notice of impending retirement or closure, and how to obtain copy of patient's file.

Please refer to the ADA Guide to Closing a Dental Practice.  
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