



PRACTICE CLOSURE CHECKLIST FOR GRANDPARENTED MEMBERS

As you know, your Grandparented membership expires on April 1, 2018. The College has prepared the following checklist to ensure that you have taken the necessary steps to advise your patients and close your TCM and acupuncture practice.

Effective April 1, 2018 you are legally not entitled to the following:

- **perform the controlled acts of acupuncture or provide a TCM diagnosis;**
- **hold yourself out as a member of the College;**
- **use the protected titles, Traditional Chinese Medicine Practitioner and/or Acupuncturist, and the designations, R. TCMP and/or R. Ac, in Ontario.**

Please take the time to review and complete this checklist to ensure you are aware of the requirements when closing a practice. If you are unsure, please contact the College for assistance at 416-238-7359.

✓ REQUIREMENTS

Make arrangements to change your website, business cards, other print advertising effective April 1, 2018.

Advise patients of the closure of your practice effective April 1, 2018.

Post a notice in your clinic or update your website advising that you will not be practicing after April 1, 2018.

Leave a recorded message on the clinics answering machine.

Make efforts to ensure each patient record is transferred to another practitioner.

? TIPS

This means that you must change and destroy all advertisements, including business cards and websites, removing the protected titles, and designations.

You can do this in person, at a scheduled appointment, and/or a letter to the patient, and/or a telephone call to the patient.

Post a notice in clear view that the public can see even when the clinic is closed.

This will let patients know that you will not be practicing after April 1, 2018.

✓ REQUIREMENTS

- Make arrangements to store your existing patient records.
- Assist your patients with the transfer of patient care to another provider.
- If you work in a GROUP setting, make an agreement in regards to the division of patient records.
- If you work in a GROUP setting, arrange to have access to the contents of the records.
- If you work in a GROUP setting, review the Personal Health Information Protection Act, 2004 (“PHIPA”) to ensure you are in compliance.
- If you are the subject of a College investigation or complaint, be aware that the ICRC will render a decision on the file even after your membership expires on April 1, 2018.
- Know what an unauthorized practitioner is.
- Destroy your Certificate of Registration or return it to the College on April 1, 2018.

? TIPS

- ▶ According to the Regulated Health Professions Act, 1991, patient files must be kept for at least 10 years following the patient’s last visit. If the patient is a minor, then the patient file must be kept for 10 years following the patient’s eighteenth birthday. This includes appointment books and other files relating to your practice.
- ▶ This includes copying the file (at a reasonable administrative cost to the patient) and transferring patient files to another practitioner or simply giving a patient a copy of their file.
- ▶ The College recommends you document this writing.
- ▶ This is important in the event you receive any requests from the College so you can respond to an inquiry from an insurance company or in response to a College investigation.
- ▶ Patient health records can be shared among health care practitioners in a multi-disciplinary setting under strict circumstances. Please refer to PHIPA for these circumstances.
- ▶ An unauthorized practitioner is an individual holding out as a member of the College, using protected titles or performing controlled acts that are permitted to only registered members of the College. The College will prosecute unauthorized practitioners.
- ▶ Destroy your Certificate of Registration or return it to the College on April 1, 2018.