AMERICAN PSYCHOLOGICAL ASSOCIATION SERVICES, INC.

CHECKLIST FOR CLOSING YOUR PRACTICE

Your retirement, relocation or a career change will go much smoother with advanced planning and careful attention to detail. Use this checklist to help you identify the things you need to address before closing your practice. You may want to add more "to do's" after speaking to your partners, attorney and other business consultants.

TASK	DEADLINE/TARGET DATE	COMPLETED Y/N
Set your final day of work		
Review employment/independent contracts for resignation notice requirements	Date notice must be given:	
1.		
2.		
3.		
4.		
Review insurance contracts for resignation notice requirements	Date notice must be given:	
1.		
2.		
3.		
4.		
Review lease termination requirements	Date notice must be given:	
Meet with your attorney/CPA to file appropriate paperwork to cancel business permits and licenses, and dissolve your business		
Notify employees, contractors and vendors		
Notify referral sources that you are no longer accepting patients		
Stop accepting new patients		
Arrange for secure storage of patient records		

TASK	DEADLINE/TARGET DATE	COMPLETED Y/N
Compile list of providers willing to accept your patients in need of continued therapy		
Notify current patients, allowing enough time for pre-termination counseling. Remember to: » Provide referrals if needed » Obtain release to send copies to new provider » Provide address for future records requests		
Notify former patients: » Provide address to send records requests » Inform them of destruction date		
Contact licensing board: » Change address of record » Research license options and pros/cons of each (active, inactive, retired) » Find out additional requirements before closing your practice		
Contact malpractice insurance for coverage options after retirement		
Contact professional associations		
Safely and securely dispose of patient records outside of retention window		
If you have an office, cancel utilities and insurance		
Update website/voicemail with message announcing the closure of your practice. Include information about where to send written requests for records and when records may be destroyed.		
Sell/donate office supplies and equipment. (Note that computers and modern copiers may have PHI saved on the hard drives that must be deleted.)		
Collect outstanding accounts receivable		
Pay final bills		
Submit change of address form to US Post Office		
Meet with attorney/CPA to ensure all paperwork has been filed and books are properly closed.		