



## Checklist for Retirement/Closing of an Optometric Practice in Ohio



Provide patients with sufficient notice of retirement/office closing and termination of the doctor-patient relationship.

- Sample statement for local paper or posting at the office:

*The office of Dr. \_\_\_\_\_ located at \_\_\_\_\_, phone number \_\_\_\_\_ is closing on \_\_\_\_\_ (date). We thank you for your patronage. It has been our pleasure to serve your vision care needs. At your request, copies of the pertinent information from your record can be made available to a doctor of your choosing. If you wish to make a request regarding your patient record, please contact the office before the permanent closing day, as we shall need your written authorization to make your records available to another provider. After that day, you will need to direct your inquiry about the record to \_\_\_\_\_ (name of optometrist who purchases records or record custodian), located at \_\_\_\_\_, phone number \_\_\_\_\_.*

- Sample letter to patient:

*Dear [Patient]*

*Our records indicate that you are a patient of record at this office. Due to Dr. \_\_\_\_\_'s retirement (or other reason) this office will be closing on \_\_\_\_\_ (date). It has been our pleasure to serve your vision care needs and we thank you for your patronage.*

*We encourage you to begin looking for another eye care provider. A new provider can be found by visiting: <https://www.aoa.org/doctor-locator-search>.*

*With your permission, copies of the pertinent information from your record may be made available to a provider of your choosing. Please do not hesitate to call us during normal business hours before the permanent closing day, if you have questions. After the closing date, all inquiries about records or other matters should be directed to \_\_\_\_\_ (name of optometrist who purchases records or records custodian) located at \_\_\_\_\_, phone number \_\_\_\_\_.*

*Thank you again for your support and patronage.*

*Sincerely, Dr. \_\_\_\_\_*



Inform the Vision Professionals Board of office closure and the doctor's intent to retire.

- Phone: 614-466-9709
- Email: [board@vision.ohio.gov](mailto:board@vision.ohio.gov)



Inform DEA of office closure and the doctor's intent to retire.

- Email a request to retire the license and explanation to [dea.registration.help@usdoj.gov](mailto:dea.registration.help@usdoj.gov).
- OR Mail the request to:  
Drug Enforcement Administration  
Attn: Registration Section DRR  
PO Box 2639  
Springfield VA 22152-2639



Inform the OOA of the doctor's intent to retire. Reduced or free dues may apply for continued AOA/OOA membership.

- Phone: 614-781-0708
- Email: [info@ooa.org](mailto:info@ooa.org)
- List equipment or practice for sale notification in OOA Classifieds section.



Contact insurance agent to make changes to the general office liability policy, disability income policies, and weigh options for continuing coverage for malpractice claims.

- There are two types of liability insurance policies: *Occurrence* and *Claims-made*.
- An *Occurrence* policy protects the policyholder from any covered incident that "occurs" during the policy period, regardless of when a claim is filed, effectively offering permanent coverage for incidents that occurred during the policy period.
- *Claims-made* policies provide coverage for claims only when BOTH the alleged incident AND the resulting claim happen during the period the policy is in force. Once premiums cease, the coverage stops. Claims made to the insurance company after the coverage period ends will not be covered, even if the alleged incident occurred while the policy was in force. It may be necessary to purchase "tail" coverage to extend protection.



Follow or institute a records retention policy for patient and financial records.

- Ohio has a four-year statute of repose which effectively bans liability claims filed over 4 years after the alleged incident occurred (exceptions for claims of minors and those with disabilities). This has reduced the pressure on healthcare providers to retain records indefinitely. However, some third-party payers require retention for a specified period; Medicaid requires that records be retained for at least six years and HIPAA regulations require covered entities to be able to provide a six-year accounting of any releases of health information upon the request of a patient. Consequently, many consultants recommend that patient records be retained for at least 10 years.
- Work with a tax professional to determine safeguarding and retention length for financial records.
- Vendors for the proper destruction of records can be found at: <http://directory.naidonline.org/>



Work with accountant and/or attorney to wind up business.



Further resources on closing a business:

<https://www.irs.gov/businesses/small-businesses-self-employed/closing-a-business-checklist>