

Congratulations on your retirement—we applaud your dedication to a lifetime of practicing good medicine and thank you for being a valued member of The Doctors Company. We've prepared this checklist to help you make a smooth transition into retirement. If you have any questions or concerns, call Member Services at (800) 421-2368.

You can get more detailed information on these steps at www.thedoctors.com/practiceclosure.

This checklist is a general guideline. Because the field of healthcare law is complex, highly regulated, and highly litigated and changes occur daily, you should consult with your legal counsel for requirements specific to you.

MEDICAL MALPRACTICE INSURANCE

- Contact The Doctors Company Member Services at (800) 421-2368 to confirm your medical professional liability insurance coverage details and to get a copy of The Doctors Company Declaration of Retirement form.
- Complete and sign the form within eight weeks of your retirement effective date and return it to The Doctors Company by e-mail, mail, or fax:

E-mail: Scan and attach the signed form and send it to CustServ@thedoctors.com.

Mail: The Doctors Company
Attn: Customer Service
185 Greenwood Road
Napa, CA 94558

Fax: (707) 265-3466, Attn: Customer Service

NOTIFICATION OF RETIREMENT

- Notify your patients—both active patients currently in treatment and patients seen in the last six months to a year—of your retirement and provide them with a list of several physicians that they might choose to receive care from in the future. You can also refer them to county medical societies or local hospital referral lines. Refer managed care patients to their health plan representatives.
 - Ensure that patients understand that it's their decision whether or not they seek care from the recommended physicians/providers.
- Notify your employees of the practice closing, so that they may seek alternate employment.
- Write a short script announcing your retirement and practice closing that your staff can use when discussing the issue with patients on the phone. Also, change your office's voicemail message to announce the date of the practice closing.
- Notify your business and contracted associates—such as affiliated hospitals, healthcare plans, and hospital referral services—vendors, suppliers, and utility providers, such as phone and Internet service providers.
- Send written notification of retirement via certified mail to any payers with which you participate. Review your participation agreements to ensure you do not have a continuation of care obligation.
- Notify the American Medical Association and any local, county, state, or specialty societies to which you belong.
- Evaluate the terms of the lease of your office space and give appropriate notice to your landlord. Make a plan to sell or dispose of your medical and office equipment.
- Notify community entities, such as local hospitals, the post office, and banks.

This checklist is not intended as a substitute for competent legal, tax, or other counsel. It is furnished with the understanding that it does not purport to render legal or other professional advice. It is a general guideline, provided for reference purposes only, and not a statement of standard of care. It should be edited and amended to reflect the policy requirements of your practice site(s) and the legal requirements of your individual state(s).

GOVERNMENT AGENCY NOTIFICATION

- Verify state laws about the registration of your license to practice medicine.
- Send written notification of retirement, including the effective date of your retirement, to Medicare, Medicaid, and the Drug Enforcement Administration (DEA).
- Notify the National Government Service Provider Enrollment of your retirement by sending a certified letter to:

National Government Services Inc.
PO Box 6230
Indianapolis, IN 46206-6230

- If you have a National Provider Identifier (NPI), notify the National Plan and Provider Enumeration System (NPPES) of your retirement by phone, e-mail, or mail:

Phone: (800) 465-3203

E-mail: customerservice@npienumerator.com

Mail: NPI Enumerator
PO Box 6059
Fargo, ND 58108-6059

MEDICAL RECORDS

- Ensure that a procedure is in place for your patients to obtain copies of their records after your practice closes, or ensure that the records are transferred to another practitioner.
 - Send patients a HIPAA-compliant authorization form to release medical records, with an option to copy the records to the patient.
- Make arrangements for proper storage or destruction of the records.
- Ensure that you have access to the medical records during your transition to retirement.
- Check any signed HMO or managed care agreements to ensure you are in compliance with the medical records retention requirements of those agreements.

For more information about medical record retention, visit www.thedoctors.com/records.

MEDICATION INVENTORY

Any inventory of drugs must be disposed of, sold, transferred, or donated in accordance with federal and state requirements.

- Visit the DEA website at www.dea.gov to check federal requirements for disposal of unused drugs or drug samples.
- Contact your state Department of Health (DOH), Bureau of Controlled Substances to check state requirements for disposal of unused drugs or drug samples.

LEGAL ISSUES

If appropriate, you will need to take steps to dissolve your professional entity. This is usually done with the assistance of your accountant and attorney.

- File the final annual report and final tax returns.
- Adopt a dissolution plan and file the appropriate certifications and/or forms with the state and federal government.

At The Doctors Company, we reward you for your loyalty and your dedication to superior patient care—that's why we created the Tribute® Plan. You are eligible to receive your award if you have reached age 55 or older, permanently retired from the practice of medicine, and have five or more years of continuous coverage with The Doctors Company on the day you retire.

Your Tribute Plan award payment may have tax consequences, so you should consult your tax adviser in advance of your retirement to determine the appropriate treatment on your tax return. You may defer your Tribute Plan award payment up to one year after retirement, and you may designate that it be paid to your personal corporation instead of yourself as an individual. If you have questions about the Tribute Plan at retirement, e-mail them to Tribute@thedoctors.com.

REQUIRED DOCUMENTATION

To receive your Tribute award, follow the steps below.

- Call The Doctors Company Member Services at (800) 421-2368 for more information about Tribute award payments and to obtain the necessary W-9 and assignment forms.
 - All Tribute awards require confirmation of your Social Security number, date of birth, and current permanent mailing address.
- If you would like your Tribute award paid to your personal corporation, notify us. You will also need to:
 - Complete a W-9 form that includes the name of your personal corporation, a current permanent mailing address, and your personal corporation's Employer Identification Number (EIN).
 - Complete an assignment form, which legally allows us to pay your award to your personal corporation.
- If you would like your Tribute award payment deferred up to one year after retirement, notify us in writing.
- If you are a member of a group or an entity that has been paying your medical malpractice premiums and your Tribute award should be paid to that group or entity, complete an assignment form.