

EXAMPLE #2 -- Notification letter to patient from physician leaving ECU Physicians

Dear patient:

I have had the pleasure of being part of the health care team at the Brody School of Medicine at East Carolina University with ECU Physicians. However, I am writing to advise you that I will be leaving the practice as of \_\_\_\_\_. I am proud to say that there are many highly qualified physicians with ECU Physicians who will be available to provide your care in the future.

If you need to schedule an appointment before \_\_\_\_\_, please call \_\_\_\_\_. I will be happy to work with you to establish a care plan with one of our other physicians. If you schedule an appointment after \_\_\_\_\_, the physician you choose to see will have your complete medical record available.

If you desire to make other arrangements for your on-going medical care, please contact \_\_\_\_\_, and we will assist you in any way we can.

It has been a pleasure to serve you.

Sincerely,

Note: The letter has to be approved by the Clinical Department and Group Practice Administration. The patient mailing list is requested by Group Practice Administration through IDX and reviewed by the Clinical Department for accuracy.