CHECKLIST FOR CLOSING A MEDICAL PRACTICE
IN NEW JERSEY

1. Notify patients and establish a procedure for patients to obtain copies of their records.
   a. You must establish a procedure by which patients can obtain a copy of their records or have their records transferred to another practitioner.
   b. You must make reasonable efforts to directly notify patients treated within the six months prior to the practice closing date that you are closing your practice, and inform them of the manner in which they may obtain copies of their records.
   c. After you close your practice, you must publish a notice, including the established procedure for obtaining copies of records, in a newspaper of general circulation at least once a month for the first three months after the practice closes. After the notice is published, a copy of the notice must be provided to the New Jersey State Board of Medical Examiners.
   d. Please note that you cannot charge patients for copies of their records, if those records are being sought for the purpose of continuing treatment or care.

2. Make arrangements to store or transfer custody of medical records. Please note that a doctor has to keep a patient's medical records for seven years. After that, the physician can destroy them. There is no requirement in the law that requires the physician to notify a patient prior to destroying the records. You may wish to contact your malpractice carrier to determine if the carrier has a different requirement and in particular, if there are different requirements for pediatric patients.
3. **Properly dispose of controlled substances.** If your office has an inventory of drugs, those must be disposed of in accordance with federal and state requirements. Please contact the Special Agent in Charge, at the local DEA field office, identified below, for authority and instructions to dispose of such substance. You may also contact the Drug Control Unit for such authority and instruction.

   Drug Enforcement Administration  
   80 Mulberry Street, 2nd Fl  
   Newark, NJ 07102  
   973-776-1100  
   973-776-1166 fax

4. **DEA Notification.** Notify DEA in writing and enclose the DEA Controlled Substance Certificate and any unused Official Order Forms (DEA Form-222). Prior to forwarding the forms, please cross-out and write “void” on all controlled substance order forms. Please send notice via certified mail with return receipt.

5. **NPI Notification.** Any physician with a National Provider Identifier ("NPI") must notify the National Plan and Provider Enumeration System ("NPPES") when the physician plans to retire, close his/her practice or change the address of the medical practice. NPPES can be contacted by calling 1-800-465-3203. Therefore, please contact NPPES and notify them of your change of address.

6. **CME Requirements.** In determining the appropriate status for your medical license, please the respective CME requirements. CME requirements are based on the kind of license that you hold and not by the status of your practice or retirement situation.

   a. Physicians who hold licenses that are no fee are exempt from the CME requirement. These licenses are titled Retired and Inactive. Holders of these licenses cannot practice medicine or order prescriptions in New Jersey. If doctors holding these licenses wish to regain active license status in New Jersey they will have to demonstrate compliance with the CME required during their period of inactivity. Retired physicians who maintain a reduced fee active license (not a retired license)
retain the ability to order prescriptions and to practice and are required to comply with the CME requirement.

b. The retired active, reduced fee license is available to doctors 65 years or older allows the practice of medicine and prescription writing without HMO or hospital affiliation. Holders of retired-active, reduced fee licenses are required to comply with CME requirements whether or not they are actively practicing in the State.

7. **Notice to the State Board of Medical Examiners.** Send written notice to the New Jersey State Board of Medical Examiners that you are retiring and would like to change your license status.

8. **Prescription Blanks.** If you are requesting either Retired or Inactive status, please forward all NJ Blank Prescription pads to the address listed below, or you may request a form to certify that all Blank Prescription pads were destroyed by you. Prior to forwarding the blanks, please cross-out and write “void” on all blanks. It is recommended that you send these via certified mail with return receipt.

   Division of Consumer Affairs  
   Office of Drug Control  
   PO Box 45045  
   Newark, NJ 07101

9. To notify Medicare of your change in status and address, please complete either, the Internet-based Provider Enrollment, Chain and Ownership System (PECOS), or the paper enrollment application form, CMS-855I. Notice via certified mail, return receipt requested is recommended.

10. To notify Medicaid of your change in status and address, please contact Molina Medicaid Solutions Provider Enrollment Unit at 609-584-1192.

11. Send written notification of retirement to any payers with which you participate. You should review your participation agreement to make sure you don’t have a continuation of care obligation. Please send notice via certified mail with return receipt.
12. Notify your malpractice insurance carrier. If you have a “claims made” policy, consider purchasing additional insurance to cover claims that may be filed after the coverage lapses, “tail policy”. It is recommended that you send these via certified mail with return receipt.


14. Take appropriate steps to dissolve your practice. This is usually done with the assistance of your accountant and attorney. The final annual report and final tax returns must be filed. A dissolution plan must be adopted, and appropriate certifications and/or forms must be filed with the state and federal government.

15. Notify your employees, so that they may seek alternative employment.

16. Evaluate the terms of the lease and give appropriate notice to landlord.

17. Investigate sources to sell or dispose of medical and office equipment.

This checklist is not intended as a substitute for competent legal counsel. It has been written to inform and to provide general information in the practice of medicine in New Jersey, it is furnished with the understanding that it does not purport to render legal or other professional advice. The field of health care law is complex, highly regulated and highly litigated. Changes in the law are experienced on a daily basis and because these changes can be significant, experienced healthcare legal counsel should always be consulted.