

## Retirement or Sale of Practice Checklist

- Notify patients.
- Notify employees.
- Evaluate the terms of the lease and give notice to landlord as required, or consider options to renegotiate if the lease is of longer duration than the time the physician wishes to remain in practice.
- Investigate sources to sell or dispose of medical and office equipment.
- Make arrangements to store or transfer custody of medical records.
- Inventory drugs and dispose, sell, transfer, or donate according to federal and state requirements. Contact the Drug Enforcement Administration (DEA) for specifics.
- If the physician is retiring or relocating, notify DEA in writing and enclose DEA Controlled Substance Certificate and controlled substance order forms (cross out and write "void" on forms before sending).
- If changing office address, send letter to DEA six weeks in advance, notifying the agency of the change, along with old and new addresses. Mail to one of the following branches:

### Drug Enforcement Administration

Dallas  
1880 Regal Row  
Dallas, TX 75235  
(214) 640-0849

San Antonio  
10127 Morocco # 200  
San Antonio, TX 78216  
(210) 525-2900

Houston  
1433 W. Loop S #600  
Houston, TX 77027  
(713) 693-3660

- If the physician is retiring, send letter stating plans, along with Controlled Substance Registration Certificate, to the Texas Department of Public Safety.

Send triplicate prescription forms to:

Texas Department of Public Safety  
Triplicate Prescription Program  
PO Box 4087  
Austin, TX 78773  
(512) 424-2189

A copy of triplicate forms must be retained for two years.

- If changing office address, notify the Texas Department of Public Safety (DPS). Include full name and DPS number on all correspondence.

Send information to:

Texas Department of Public Safety  
Controlled Substance Registration  
PO Box 4087  
Austin, TX 78773-0001  
(512) 424-2188

- If retiring, see "Texas Medical Board Annual Registration Rules" and "TMA Membership and Your Retirement". Further information concerning [registration rules](#).

- If retiring or changing address, send written notification to:

Texas State Medical Board of Medical Examiners  
Registration Division  
PO Box 2018  
Austin, TX 78768-2018  
(512) 305-7010

- Review the Texas State Medical Board of Medical Examiners [rules on medical records](#).
- Advise county medical society, specialty society, and the TMA and AMA membership departments of a change of address or retirement. TMA and AMA addresses are as follows:

Texas Medical Association  
Attn: Membership Department  
401 W. 15th St.  
Austin, TX 78701-1680  
(512) 370-1300 or (800) 880-1300

American Medical Association  
4<sup>th</sup> Floor  
Department PBR (for retirement notification)  
Department PIP (for address change)  
515 N. State St.  
Chicago, IL 60610  
(312) 464-5000

- If the physician has practiced under a name other than his or her own (e.g., "Doctor's Westside Clinic"), he or she should have filed an assumed name certificate with the county clerk. The physician should contact the county clerk to deactivate this assumed name if he or she is closing the practice without a buyer or if someone else is assuming the practice under that name.

- If the physician is in solo practice as a professional association, a lawyer must file "Articles of Dissolution" with the Texas Secretary of State's Office in Austin. In addition, a lawyer or accountant should contact the comptroller of public accounts to pay any annual franchise taxes that may be due.
- If the physician and other physicians have practiced as a professional association and the professional association will continue in existence after the physician's retirement or departure, shares of ownership must be transferred to another physician licensed in Texas. A lawyer should be consulted for this matter.
- If the physician and other physicians have been practicing as a partnership (or have had an operating agreement like a partnership to share office space) and the partnership will continue after the physician's retirement or departure, then withdrawing from the partnership or otherwise transferring the partnership interest is necessary. The departing physician should consult a lawyer regarding this matter.
- If the physician has operated X-ray and/or mammography equipment in the office, the physician holds a license from the Texas Department of Health and must maintain a record of the transfer or disposal of such equipment. For details, contact:

Texas Department of Health  
 Bureau of Radiation Control  
 1100 W. 49th St.  
 Austin, TX 78756-3189  
 (512) 834-6688

- Send written notification of retirement or a change of practice address to Medicare and Medicaid. Include the effective date of the retirement or address change. Information may be sent to the following addresses:

Medicare:

Trailblazer Health Enterprises, LLC  
 Provider Services  
 8330 LBJ Freeway, Executive Center III  
 Dallas, TX 75243  
 (469) 372-2609

Medicaid:

National Heritage Insurance Co.  
 Attn: Provider Enrollment Dept.  
 12545 Riata Vista Circle  
 Austin, TX 78727-6404  
 (800) 925-9126 or (512) 514-3000

CHAMPUS:

Contract Network Providers  
(800) 406-2833 and option #5

Standard Medical Providers (608) 243\_ \_ \_ \_ and the numbers that correspond with the beginning letter of physician's last name, as follows:

A-E: 7511    F-L: 7510    M-Q: 7508    R-Z: 7680

Mental Health Providers (608) 243-7507

- Advise professional liability insurance carrier of the physician's change in status. If the physician has a "claims made" policy, consider purchasing additional insurance to cover claims that may be filed after the coverage lapses. (This additional insurance is known as a "tail policy.") If the physician will be practicing part-time, insurance coverage may still be advisable. (See "TMA Insurance Information for Physicians Who Plan to Retire,") The Texas Medical Liability Trust maintains a liability insurance hotline to assist physicians in determining their insurance needs: (800) 880-8658.
- Information on life, health, disability, and office overhead coverage also is available to TMA members through the Texas Medical Association Insurance Trust, 401 W. 15th St., Austin, TX 78701-1680; (800) 880-8181.

This sample has been taken from TMA's *Transitions, Legal Considerations in Closing or Selling a Medical Practice*. This publication offers guidance from TMA's Office of General Counsel on the host of areas a physician must consider when making a practice change. It is available to TMA Members for \$37.89 (includes tax). [Order Transitions](#).