## 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** | **San Antonio** | **Houston** |
|---|---|---|
| 10160 Technology Blvd, East<br>Dallas, TX 75220<br>(888) 336-4704<br>(214) 366-6900 | 10127 Morocco # 200<br>San Antonio, TX 78216<br>(210) 442-5600 | 1433 W. Loop S #600<br>Houston, TX 77027<br>(800) 743-0595 |

- 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) 424-7293 option 3

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

- If changing office address, notify the Texas Department of Public Safety (DPS). Click on the following link to obtain a Modification of Registration form:

  http://www.txdps.state.tx.us/InternetForms/Forms/NAR-116.pdf

Send completed form to:
Texas Department of Public Safety
Controlled Substances Registration MSC-0438
PO Box 4087
Austin, TX 78773-0438
Fax: (512) 424-5799

If retiring, see Texas Medical Board Physician Retirement Options.

- If changing address, send written notification to:

  Texas Medical Board
  Attention: Pre-licensure, Registration and Consumer Services
  MC-241
  P.O. Box 2029
  Austin, TX 78768-2029

  Or fax to (512) 463-9416

  Change of Address Form

- Review Chapter 165 of the Texas Medical Board 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

**How do I update my address or phone number?**
You may update change your information in several ways:

- Call AMA Member Relations at **(800) 262-3211**
- E-mail your changes (along with your name, birthdate, medical school and year of graduation) through our secure Contact Us form
- Visit the AMA Online Data Collection Center

- 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 State Health Services
Radiation Control Program MC 2835
Texas Department of State Health Services
P. O. Box 149347
Austin, Texas 78714-9347
(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:**
Physicians that will continue to order or refer services for Medicare or Medicaid patients, after retirement (i.e. volunteer work, vacation coverage), should be aware that both Medicare and Medicaid plan to implement ordering and referring requirements. When the ordering/referring requirements are implemented, the ordering/referring physician must be enrolled in Medicare and Medicaid, in order for the rendering provider to receive payment. For more information, please see the links below:

CMS: Ordering/Referring Information
http://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/MedicareOrderingandReferring.html

Texas Medicaid Provider Procedures Manual – Section 1 Provider Enrollment
http://www.tmhp.com/TMHP_File_Library/Provider_Manuals/TMPPM/2013/July2013_TMPPM-PDF.pdf

**Medicare retirement notification:**

Physicians should submit a voluntary withdrawal via internet based PECOS or by submitting the appropriate 855 application.

Effective 7/29/13, paper applications may be submitted to:

JH (Part A & B) Provider Enrollment Services
P.O. 3095
Mechanicsburg, PA 17055-1813

**Medicare Resources:**

Novitas Enrollment Center
https://www.novitas-solutions.com/enrollment/index.html
Enrollment Guide
https://www.novitas-solutions.com/enrollment/guide/chapter5.html#5.8

**Medicaid:**
http://www.tmhp.com/TMHP_File_Library/Provider_Manuals/TMPPM/2013/Jan2013_TMPPM.pdf
**1.4.2 Provider Status (Individual, Group, Performing Provider, or Facility)**
Providers leaving group practices must send a signed letter or a Provider Information Change Form to TMHP that states the date of deactivation. The letter should include the provider identifier, effective date of deactivation, and the group's provider identifier. The letter should be signed by an authorized

representative of the group or the individual provider leaving the group. If the provider is joining a new group practice or enrolling as an individual, the provider must complete and submit a new Texas Medicaid Provider Enrollment Application to request enrollment in the new group or as an individual provider.

Provider Change of Information Form
http://www.tmhp.com/Provider_Forms/Provider%20Enrollment/Provider-Information-Change-Form.pdf

The address and fax to send enrollment changes:
Texas Medicaid & Healthcare Partnership (TMHP) Provider Enrollment
PO Box 200795
Austin, TX 78720-0795
Fax: 512-514-4214

**Tricare South (Humana Military Healthcare Services):**
Contract Network Providers
(800) 444-5445

- 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.

For more information about the process, read Closing or Selling Your Medical Practice: Legal and Financial Considerations.

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**NOTICE:**

**PLEASE CHECK THE TEXAS MEDICAL BOARD WEBSITE (www.tmb.state.tx.us) FOR CURRENT UPDATES ON ITS RULES AND POLICIES WITH RESPECT TO THIS ISSUE.**