

Practice Closing Checklist

This checklist should include the location of the distinct items as well as any procedures set up by the practitioner:

1. Accounts receivable/payable
2. Bank accounts and safety deposit box
3. Calendar and appointment book (paper or electronic; passwords, if appropriate and if legally permitted to use)
4. Confidentiality, privilege, and privacy policies (including HIPAA and Health Information Technology for Economic and Clinical Health Act [HITECH], if applicable)
5. Computers (backup, future use considerations, expertly deleted confidential files, etc.)
6. Consultants and contact information (attorney, accountant, biller, etc.)
7. Contracts and notice to managed care organizations, insurers, and other entities such as EHR/practice management vendor
8. Correspondence (stationery, standard number of copies, filing instructions, naming rules for computer)
9. Email procedures, website, and future communication (including rules for deletion, confidentiality, etc.)
10. Employee issues, benefits and addresses, telephone numbers, payroll (if applicable)
11. Equipment and vendor information (computers; phones; internet service provider; copy and fax machines; repair, service, and systems contracts; employee use; furniture)
12. Read applicable ethics codes
13. Fax instructions and cover sheets
14. Insurance policies, lease agreements, and other contracts (including professional liability insurance and the need to procure tail coverage if the policy is written on a claims-made basis, disability insurance, life, insurance, etc.)
15. Mail (postal service), post office box
16. Notice to covering colleagues, licensure board or boards, professional associations (and contact information)
17. Office supplies
18. Records (client records, procedures on opening and closing new files, closing files, storage of records)
19. Tax and other regulatory files
20. Shredding of records or other records destruction
21. Transfer of records to next professional
22. Notice to clients (with appropriate referrals, so clients are not abandoned),
23. Changing voice mail messages, phone number continued or not, contract ending date
24. Give your records custodian access to relevant computer passwords and accounts, written permission to access such accounts, and/or an actual key to a locked file cabinet and office. The laws regarding

such access are complicated, especially those pertaining to one's digital afterlife, so check with your attorney about any requirements.

25. Consider making a public notice in the local media and on social media.