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Closing Your Solo Practice: Checklist

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Closing your solo practice is a multi-faceted and at times emotionally difficult decision. Be sure to determine the following:

Ethical Considerations

- ☐ Plans for continuing care for your current patients
- ☐ A mechanism for informing your clients
- ☐ How much notice would be optimal

Business Considerations

- ☐ How you will collect money owed to you
- ☐ When you will stop accepting new referrals
- ☐ How long you will keep your website, email, postal mail, and phone number in place

Tax and Legal Considerations

- ☐ How to close the business of the practice.
- ☐ The status of your NPI depending on whether you will be in practice elsewhere or not
- ☐ The terms of your Professional Will

Records Storage

- ☐ How you will store and grant access to your records.
- ☐ When and how you may destroy records.

Be sure to consult with your tax advisor and a healthcare attorney in your state.

Member Note: TPI members have access to our expanded guides. For more information about closing your practice be sure to check out our Tips Guide.

The practice of your dreams can be your reality. If you're looking for personalized guidance or more on this topic, consider a one-on-one consultation with a TPI consultant. Contact us at support@thepracticeinstitute.com to arrange a convenient time.

TPI members have access to our expanded checklists, guides, and tips; a free one-on-one consultation; access to our on-demand Answer Desk; and free small group discussions on a variety of practice needs.

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