



Patients of **The Reynolds Clinic, LLC**

As you may already know, I will be closing my practice on the **1st** day of **JULY, 2021** ("Effective Date"). It has been an honor and privilege to have been your health care provider, some of you for many years. I am grateful for the opportunity to have served your behavioral needs.

If you wish to begin the process of establishing care with a new provider, the following individuals/health care facilities/health care organizations are available and accepting new patients at this time:

<u>Name</u>	<u>Address</u>	<u>Phone Number</u>	<u>Email</u>
The Center for NeuroPotential, 144 North Main St, Branford, CT 06405 ~ (475) 221-8142 ~contact@centerforneuropotential.com			

Of course, you may choose any provider, and you are not limited to the facilities or individuals listed here. It will be up to you to take steps to connect with a provider of your choosing.

After closing, your health records from this Practice will be transferred to Morgan Records Management, LLC (the "Records Custodian"). The Records Custodian will continue to maintain your records in accordance with applicable confidentiality and security standards and with other applicable laws. Your records will be destroyed no less than six years after the last date of services you received from this Practice, although most records will be held for at least 10 years from the date of last service, depending upon applicable state and federal record retention requirements.¹ If you wish to have a copy of your records sent to you or to another provider or facility, you may submit a written request to this office at this time, or to the Records Custodian after the Effective Date. Requests to the Records Custodian, after the Effective Date should be directed to:

Morgan Records Management: Medical Records

- Online: MorganRecordsManagement.com → Medical Records Requests → Request My Medical Records
- Email: Medical@MorganRM.Com
- (D) 833-888-0061

Please Note:

- In accordance with applicable state law, you may be charged for the copying and transmittal of the records.
- There may be a transition period from the time I close to the time Morgan Records Management has access to my charts.

I thank you for the opportunity of working with you, and wish you the best of health, happiness, and success in your life ventures.

Sincerely,

Robert F. Reynolds, Ph.D.

¹ For minors, the records will be held for six years beyond the date they reach 18 years of age.