*Closing a medical practice checklist*

This checklist contains tasks that must or should be performed when a practice is closing. This checklist is provided as a guide only and does not describe the complete list of closing activities and legislative requirements. It is important for practices to seek advice from professional legal and accountancy services, regulatory bodies and local authorities when closing a medical practice.

For more information, please refer to the RACGPs [*General practice management toolkit: Closing a medical practice*](https://www.racgp.org.au/running-a-practice/practice-resources/general-practice-guides/general-practice-management-toolkit/closing-a-medical-practice) for more information.

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| **Closing a medical practice checklist** |
| **Category** | **Tasks** | **Date completed** |
| **Patient health information** | * Inform patients of closure
* Transfer patient health records to new practices at patients’ request
* Respond to patients’ requests for access to health information
* Arrange secure and safe storage of retained records
* Communicate clinically significant test results
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| **Materials and equipment** | * Dispose of schedule drugs, poisons and controlled substances
* Dispose of practice stationery, prescription paper/pads/medical certificates
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| **Computer and information security/IT** | * Seek advice from computer security coordinator and technical service provider
* Disks and backup media securely erased (overwritten) or physically destroyed
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| **Insurance** | Contact insurance broker for advice on:* Medical indemnity
* Practice indemnity
* Public liability
* Building and contents
* WorkCover
* Income and business
* Retention and management of health records
 |  |
| **Employees** | See professional advice on:* Payment of wages and leave
* Entitlements for employees
 |  |
| **Taxation and business related registrations** | Seek professional advice from:**Australian Securities Investment Commission:*** Australian Company Number (ACN) business name

**Australian Taxation Office:*** Australian Business Number (ABN)
* Goods and Services Tax (GST)
* Pay As You Go (PAYG) withholding
* Tax File Number (TFN)
* Fuel tax credits

**Australian Domain Name Administrator:*** Domain name

**State or territory revenue office:*** Payroll tax
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| **Business banking arrangements** | * Business banking arrangements concluded and accounts closed
* EFTPOS machines returned
 |  |
| **Practice accounts** | * Finalise practice accounts
 |  |
| **Financial records** | * Seek advice on retaining business records
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| **Regulatory bodies and local authorities** | Advise regulatory bodies and local authorities:* Medical Board of Australia
* Medicare Australia
* State or territory health department
* Local division of general practice (or PHN)
* Local hospitals
* Neighbouring GPs and practices
* Specialists
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| **Utilities** | * Telephone and internet services
* Essential services (water, electricity, gas connections)
* Mail
 |  |
| **Subscriptions and memberships** | * Industry journal
* Magazines and newspapers
* Professional or other memberships
 |  |
| **Security** | * Staff ID cards, keys and security items
* Practice alarm system
 |  |
| **Other** |  |  |

Disclaimer

The information set out in this publication is current at the date of first publication and is intended for use as a guide of a general nature only and may or may not be relevant to particular patients or circumstances. Nor is this publication exhaustive of the subject matter. It is no substitute for individual inquiry. Compliance with any recommendations does not guarantee discharge of the duty of care owed to patients. The RACGP and its employees and agents have no liability (including for negligence) to any users of the information contained in this publication.

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