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## RETIREMENT NOTICE

Dear Valued Patient,

It is with mixed emotions that I am announcing my retirement from active practice. I apologize for the rather abrupt notice, but most of you realize I have been steadily decreasing my practice for some time now. The office staff and I will now be taking steps toward a permanent closure; aiming for January 2015. However, we will not leave you without care. This letter will help explain your options for continued ear, nose, and throat care.

The medical records of my patients are strictly confidential and will be assigned to new physicians only after your written permission is received. Included with this letter is a medical records request form. Due to the time and resources it takes to copy and send these records, we must charge a nominal fee of \$15.00 for printed records and \$10.00 for electronic (email or fax).

It is highly recommended that you call the number on the back of your insurance card to find another in-network provider in the area. With this letter we have included a list of recommended ENTs near Orland Park. Once you choose a new physician, you can return the medical record release form to our office by dropping it off, post mail, fax, or email. We will then gladly forward your records. My office staff and I will be available for quite some time after January 2015 to answer any questions that may arise during this transition period.

I have truly enjoyed our relationship which has blossomed and grown stronger over the years. I only hope for the best of health and lots of prosperity for you and your families.

Sincerely,

Joseph P. Gavron M.D.

