

Board Guidelines for a Practice Closure

There are several reasons to oversee the closure of a dental or denturism practice in the State of Maine. Some are pleasant, such as a retirement after many years of hard work. Some are not so pleasant such as a forced retirement due to health reasons, a disciplinary action, or sadly too often, an unexpected death.

The Board of Dental Examiners wants to make sure that the closure of the practice which is not transferring to another practitioner occurs as smoothly as possible. Every effort must be made to inform the public and particularly patients of record. To that end, we are recommending the following guidelines for the closure of a dental practice.

- A. Notification in a local newspaper at least weekly starting eight (8) weeks prior to closure with specific times and place listed for patients to obtain copies of their records.
- B. Written or oral notification of all patients of record. To be documented in the patients' charts.
- C. Written notification of practice closure date to State Board at least four (4) weeks in advance of closure.
- D. Notification to employees at least eight (8) weeks prior to closure whenever possible.

The more likely scenario involves transferring the practice from one licensee to another. A dentist or denturist most commonly will sell his or her practice to another individual who assumes ongoing patient care and responsibility. The Maine Board of Dental Examiners recommends the following guidelines in such a scenario.

- A. Notification in a local newspaper, at least weekly starting eight (8) weeks prior to transaction.
- B. Written or oral notification of all patients of record. Oral notification to be documented in the patients' charts.
- C. Written notification of the practice transition to the State Board at least four (4) weeks in advance of the transition.

It is important that all patients as well as the Board of Dental Examiners know who is responsible for the continuity of care when a practice closes or transitions from one provider to another.