Closing Your Practice Checklist

- **Beginning of lease term**: Negotiate escape clause

- **2 years before closing**:  
  - Begin asking for payment at visit  
  - Develop collection program

- **1 year before closing**: Review retirement plan and similar documents

- **3 months before closing**:  
  - Notify employees  
  - Notify patients  
  - Determine custodian of records

- **Upon closing**:  
  - Insurance (cancel workers compensation, etc)  
  - Accounts payable (notify suppliers, utilities, etc.)  
  - Accounting matters (final tax filings, retirement plan filings)