



## Notice of Practice Closure

07/15/2023

Dear Patient,

This notice is to advise you that I am closing my mental healthcare practice, and will no longer be available to provide your medical care. Our anticipated date of closure is 10/14/2023.

Please select another mental healthcare provider within this time frame to continue your care. You may also select one of the organizations on the list of community referrals which will be provided to you and is available for pickup at the front desk.

Alternatively, you may reach out to your insurance company for a directory of additional providers in network that you may choose from for continued care.

You will also be provided an Authorization to Disclose Protected Health Information form that requires your signature and identification of the organization or provider selected if you would like us to transfer a copy of your medical records. The form is also available for pickup at the front desk. Once my office receives the form, a copy of your records will be transferred within 15 days.

Once our office closes, Sun City Records Management will be the custodian of your medical records and all medical records requests should be directed to them at 915-542-3030 or <https://suncityshred.com/contact-us/>.

We thank you for the opportunity to serve you as our client and wish you the best in your continued care.

Sincerely,

Rey Leal, PMHNP-BC  
CEO