



ACT
Government

ACT Health

Health Practice closure, merger or relocation

You are required by the *Health Records (Privacy and Access) Act 1997* to publicly advertise the closure, merger or relocation of your practice in a transfer notice 30 days prior to the closure, merger or relocation. You are also required to notify ACT Health of the transfer notice information as soon as practicable after publication. ACT Health is required to forward this information to the ACT Health Services Commissioner.

Notification for closing or relocating a health practice

If you are closing, merging or relocating a health practice, please complete this form and fax it to ACT Health on 02 5124 5935.

Health Practice Closure, Merger or Relocation Form:

1. Is the practice:

- Closing
 Merging
 Relocating

2. If closing, merging or relocating a health practice, have you placed a public transfer notice of the closure, merger or relocation of the practice in the local newspaper?

- Yes
 No

If no, please place a public transfer notice in the local newspaper before completing this form. Sample notices are provided in the check lists where this form is located.

If yes, where has the public transfer notice been placed?

Date of public transfer notice?

3. Current Practice Details

Name:

Address:

Phone Number:

Fax Number:

Email:

4. Where will health records be held?

relocated practice (go to Question 5)

other please specify:

Name of location of health records:

Address:

Name of Record Keeper:

Address:

Phone Number

Fax Number:

Email:

5. Name of Merged or Relocating Practice:

Address:

Phone Number

Fax Number:

Email:

6. When will health records be moved?

7. Your name and designation in the practice?

8. Contact officer for queries and complaints

Name:

Address:

Phone Number

Fax Number:

Email:

Please fax this completed form to ACT Health - fax number: (02) 5124 5935

Please note: the preferred notification method is via the on line method:
[http://health.act.gov.au/professionals/practice-closure-merger-or-relocation/
health-practice-closure-merger-or-relocation-online-form](http://health.act.gov.au/professionals/practice-closure-merger-or-relocation/health-practice-closure-merger-or-relocation-online-form)