

June 24, 2025

Dear Patient,

I would like to thank you for the trust you have given me over the years as your physician. Taking care of you [and your family] has been an honor for my staff and me. Your continuing healthcare is a priority for us.

I am writing to inform you that I am retiring and closing my practice as of August 14, 2025. I will be available until that date for your care.

It is important that you continue obtaining medical care. Therefore, you should establish contact with another physician before August 14, 2025. The following information is provided in order to help find another doctor:

Option 1: Dr. Bigles will be taking over my practice. You may wish to place yourself under his care you can contact his office at (770) 786-1234.

Option 2: You may contact your healthcare insurer for a referral within their network.

If you are currently on an ongoing or multi-month prescription, please notify the practice before August 14, 2025.

All medical records are confidential and protected by federal privacy and security regulations. With your authorization, a copy of your medical records can be released to you or transferred to another physician.

You have a few options:

- You may pick up your medical records at this practice; or
- You may have your medical records mailed to you; or
- You may have your medical records sent to a physician you designate.

The enclosed HIPAA-compliant authorization form is necessary to release a copy of your medical records to you or your new physician. Please complete this form and return it as soon as possible. On receipt of this signed form, my office will forward a copy of your medical records to you or the physician you designate. Please rest assure that our office will remain available until August 28, 2025 to consult with your new provider to promote a smooth transition and continuity of care.

After the close of my practice, signed request for copies of medical records can be directed to Georgia Ophthalmologists at 4159 Mill St, Covington, Ga 30014 (770) 786-1234.

Sincerely,

Dr. Nazir Khawaja, MD