

SUSAN E. DOWNEY, M.D.
PLASTIC AND RECONSTRUCTIVE SURGERY
181 S. BUENA VISTA ST., 3RD FLOOR
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DIPLOMATE AMERICAN BOARD OF PLASTIC SURGERY
FELLOW AMERICAN COLLEGE OF SURGEONS

TEL: (818) 748-4930
FAX: (818) 748-4928

Patients of Dr Susan Downey:

As you may already know I will be closing my practice on December 31, 2024("Effective Date"). It has been an honor and privilege to have been your surgeon ,some of you for many years. I am grateful for the opportunity to have been a part of your medical journey.

You may have an appointment already scheduled with us over the next several weeks, and we can discuss your transition to new care at that time. If you do not have an appointment and wish to begin the process of establishing care with a new surgeon, I am referring patients to Dr. Kameron Rezzadeh (818-748-4713) here at the Disney Family Cancer Center. Alternatively you may contact the California Society of Plastic Surgeons at 978-927-8330 or www.californiaplasticsurgeons.org or the American Society of Plastic Surgeons at www.plasticsurgery.org for a referral. If you are in a managed care situation you may need to contact your healthcare insurer for a referral within your network.

Of course you may choose any plastic surgeon. It will be up to you to take steps to connect with a surgeon of your choosing. I will do what I can to assist to facilitate your transition to ongoing quality care.

After closing, your health records from this practice will be transferred to Morgan Records Management LLC (the "Records Custodian"). The records custodian will continue to maintain your records in accordance with applicable confidentiality and security standards and with other laws. Your records will be destroyed no less than 7 years after the last date of services that you received from this practice.

If you wish to have a copy of your records sent to you or another provider or facility you may submit a written request to this office before the Effective Date. After the Effective Date you may submit a request to the Records Custodian.:

Morgan Records Management : Medical Records
Online: [MorganRecordsManagement .com](http://MorganRecordsManagement.com)>Request My Records
Email: Medical@MorganRM.com
Phone 833-888-0061

Please Note

-In accordance with applicable State law, you may be charged for the copying and transmittal of the records.

-There may be a transition period from the time I close to the time Morgan Records Management has access to my charts.

If you have any questions regarding any of the above, please let me know. I thank you for the opportunity of working with you and wish you the best of health, happiness and success in your life ventures.

Sincerely,

A handwritten signature in black ink, appearing to read "Susan E. Downey MD". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Susan E. Downey MD