



❑ **FAMILY PHYSICIANS GLEN FOREST**
1800 GLENSIDE DRIVE, SUITE 110
RICHMOND, VIRGINIA 23226
804.288.1800 • (FAX) 804.288.0515

❑ **FAMILY PHYSICIANS RIDGEFIELD**
2200 PUMP ROAD, SUITE 100
RICHMOND, VIRGINIA 23233
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❑ **HENRICO INTERNISTS**
8923 THREE CHOPT ROAD, SUITE 101
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❑ **HUGUENOT PRIMARY CARE**
1529 HUGUENOT ROAD, SUITE A
MIDLOTHIAN, VIRGINIA 23113
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❑ **RICHMOND PRIMARY CARE**
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❑ **FAMILY PHYSICIANS WYNDHAM**
5360 TWIN HICKORY ROAD
GLEN ALLEN, VIRGINIA 23059
804.346.3200 • (FAX) 804.346.4075

❑ **SOMMERVILLE FAMILY PRACTICE**
14415 JUSTICE ROAD
MIDLOTHIAN, VIRGINIA 23113
804.594.0125 • (FAX) 804.594.0126

❑ **COMMONWEALTH EXTENDED CARE**
1800 GLENSIDE DRIVE, SUITE 103
RICHMOND, VIRGINIA 23226
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❑ **BUSINESS OFFICE**
1800 GLENSIDE DRIVE, SUITE 105
RICHMOND, VIRGINIA 23226
804.288.0399 • (FAX) 804.285.0088

July 5, 2016

Dear Patient:

It is with mixed feelings that I announce my decision to retire on December 14, 2016. I very much look forward to having time for various new activities and hobbies, but I am also going to greatly miss the many, many wonderful relationships and friendships I have formed. I have been most fortunate to have such a rich and rewarding medical practice experience.

Obviously, you will soon have to choose another primary care physician. Fortunately, Commonwealth Primary Care (CPC) has many high quality physicians in whom I have complete confidence. CPC would like to assist you in making this transition as smoothly as possible. For information and a complete listing of all our Physicians, Physician Assistants and Nurse Practitioners, as well as our multiple locations, please visit our website at www.cpcva.com.

To make an appointment with another CPC provider, please call the appointment line at our Ridgefield office at (804) 741-7141 so that my staff may help you transition your care to a provider and location of your choosing.

If you wish to transfer your care to a physician within CPC, your electronic medical records are readily available to your new provider. No further action is required at this time. You may simply make an appointment with that physician when necessary. If you wish to transfer your care to a physician who is not part of CPC, your medical records will be transferred to the new provider after you have completed and signed a *Medical Records Release* form. The form can be obtained at any CPC physician office, or it can be printed from the CPC website at www.cpcva.com and returned to the CPC Ridgefield office.

If you have any questions, or need further assistance with this change, please call the Commonwealth Primary Care, Ridgefield office at (804) 741-7141. Thank you again for allowing CPC to be your primary care practice.

Sincerely,

James R. Dageforde, MD
JD/lkb