



May 1, 2022

Dear Commonwealth Primary Care patients,

I am writing you to make you aware that I will be leaving my current position with our Glen Forest office at the end of May 2022. Although this was not an easy decision to make, I will be taking time off from Family Practice in order to spend more time with my family and my young children. Our office will work together with you to help you transition your care to another provider beginning June 1st, 2022. I recognize that this shift may feel difficult, but I have complete confidence in the many qualified providers at CPC that can step into this role.

I have loved working with each and every one of you, getting to know you and your families and your stories, and enjoyed the relationships I have formed over the seven years I have been with CPC. I would like to thank you all for entrusting me to participate in your care and I feel grateful and humbled to have had the opportunity to do so.

You will soon have to choose another primary care provider and CPC would like to assist you with making this transition as smooth 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. While many of the providers in CPC are accepting patients and would be pleased to provide your medical care, the following providers are readily available:

Brenda Sawyer, FNP, CPC - Glen Forest Office

Elizabeth (Beth) Rhamy, PA-C - CPC Glen Forest Office

Beau Cawley, PA-C - CPC Glen Forest Office

Dr. Paige Rackliffe - CPC Glen Forest Office

Dr. Karissa Hackelton - CPC Glen Forest Office

To make an appointment with another CPC provider, please call the appointment line at our Glen Forest office at (804) 288-1800 so that the 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 provider 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 Glen Forest office.

If you have any questions, or need further assistance with this change, please call the Commonwealth Primary Care, Glen Forest office at (804) 288-1800. Thank you again for allowing CPC to be your primary care provider.

Sincerely,

Nikta Safavi, PA-C