

Relocation Announcement

Dr. Christina Sun
230 - 7360 Westminister Highway
Richmond, BC, V6X 1A1

Dear Patient,

I hope this letter finds you well. I am writing to inform you that I will be moving my practice to another office in Richmond as of **March 31, 2025**. It has been my joy and privilege to provide care to you and your family thus far, and I hope to continue to serve as your family physician at my new practice location for the years to come!

Your patience during this process is greatly appreciated. In the meantime, I will continue to provide full-time care for you at the Coppersmith Medical Clinic until March 28, 2025. **Appointments with me on or after March 31, 2025 will be booked at my new office location.**

Start date: March 31, 2025

Location: 230- 7360 Westminister Highway, Richmond, BC

Hours: 9AM to 4PM, Monday to Friday (excluding statutory holidays)

Phone: 778-374-7014 (phone opens on March 17, 2025)

Website: www.dr.sunmd.ca (check periodically for updates)

Important information

Test results and follow ups: I will be notifying hospitals, labs, and specialist physician colleagues of my relocation so that I continue to receive test results in a timely manner. Please assist me by updating their information with my new clinic address and contact information when you go for your tests and specialist consultations. **If you go for a test that is ordered by me, please ensure that you are contacted by my office within two weeks to review your test results. Please call my office if you are not contacted; DO NOT assume that “no news is good news”!**

Office location: located centrally by Westminister Hwy and Minoru Blvd, on the second floor of the office building. Office is accessible by stairs at the front and back of the building. The elevator is accessible through the back entrance. There is **free parking** for patients at the back of the building (marked **Visitor** spots).

Appointment booking: office will be open on March 17, 2025 to receive appointment requests. **Online booking is available through www.dr.sunmd.ca.** Please be patient with the appointment booking process during the transition period, and contact my office if there are issues with online booking.

Medical records: a copy of your medical records will be transferred to my electronic medical record system.

What to do if you want to change healthcare provider: I understand that the relocation may not be suitable for everyone and that you may want to find another primary care provider. Please note that the other physicians at Coppersmith Medical Clinic will remain at the clinic, however there will not be another healthcare provider to take over your care there. If you choose to transfer to another healthcare provider, you are responsible for finding one yourself. You or your new healthcare provider can request your medical records from me.

Thank you for entrusting me with your health over the past few years, and I look forward to many more years of being your family physician!

Sincerely,

Dr. Christina Sun, MD, CCFP