

# *Annual Report*

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# *Fiscal Year 2016*

## **STATE MEDICAL BOARD**



**DIVISION OF CORPORATIONS, BUSINESS  
AND PROFESSIONAL LICENSING**

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This annual performance report is presented in accordance with  
Alaska statute AS 08.01.070(10).

Its purpose is to report the accomplishments, activities, and the  
past and present needs of the licensing program.

**STATE MEDICAL BOARD  
FY 2016 Annual Report**

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**Identification of the Board**

<b>Board Member</b>	<b>Date Appointed</b>	<b>Term Expires</b>
<b>Grant T. Roderer, MD</b> President	Mar 22, 2013	Mar 01, 2020
<b>Kathleen M. Millar</b> Public Member, Secretary	Mar 01, 2009	Mar 01, 2017
<b>Cam Carlson</b> Public Member	Mar 01, 2012	Mar 01, 2020
<b>Brück A. Clift, MD</b>	Mar 01, 2016	Mar 01, 2020
<b>Craig Humphreys, MD</b>	Nov 25, 2014	Mar 01, 2020
<b>Sai-Ling Liu, DO</b>	Mar 01, 2014	Mar 01, 2018
<b>Kevin Luppen, PA-C</b>	Mar 01, 2013	Mar 01, 2017
<b>Joy M. Neyhart, DO</b>	Mar 01, 2016	Mar 01, 2020

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**Identification of Staff**

**Anchorage Office**

Department of Commerce, Community & Economic Development  
Division of Corporations, Business and Professional Licensing  
550 West 7<sup>th</sup> Avenue, Suite 1500  
Anchorage, Alaska 99501-3567

**Debora Stovern, Executive Administrator**  
(907) 269-8163

**Ed Riefle, Senior Investigator**  
(907) 269-8437

**July Lam, Investigator**  
(907) 269-6238

**Greg Francois, Investigator**  
(907) 269-7901

**Juneau Office**

Department of Commerce, Community & Economic Development  
Division of Corporations, Business and Professional Licensing  
Post Office Box 110806  
Juneau, Alaska 99811-0806  
(907) 465-2550

**Dawn Hannasch, Licensing Supervisor**  
(907) 465-2525

**Aiko Zaguirre, Licensing Examiner**  
(907) 465-2541

**Tracy-Diane Lazaro, Licensing Examiner**  
(907) 465-2756

**Chelsea Childress, Licensing Examiner**  
(907) 465-2551

**Olena Ziuba, Office Assistant**  
(907) 465-2781

**STATE MEDICAL BOARD  
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**Narrative Statement**

The Alaska State Medical Board is responsible for protecting the public through the licensing, regulation, and discipline of allopathic and osteopathic physicians, podiatrists, physician assistants, and mobile intensive care paramedics.

The Board establishes and evaluates minimum education and competency standards for applicants who wish to practice medicine in Alaska. The Board also ensures the continuing competency of practitioners by establishing and evaluating professional standards and specific requirements for biennial license renewal. Such standards provide reasonable assurance to the public that licensees are qualified to practice medicine. During FY 2016, the Board maintained its consistently high level of activity in all categories of licensure, including the initial licensure of 490 allopathic and osteopathic physicians, podiatrists, physician assistants, and mobile intensive care paramedics new to Alaska. In addition, the Board issued 14 courtesy licenses and locum tenens permits for temporary practice by physicians to fill absences in the state, and 80 resident permits to physicians participating in an accredited post-graduate residency program in the state.

The Alaska State Medical Board takes its public protection responsibilities very seriously and has well-established policies and procedures to investigate complaints and malpractice settlements, and take disciplinary action as appropriate. The Board has worked with its investigative staff to develop specific disciplinary guidelines in order to mete out consistent and effective sanctions when violations occur. During FY 2016, the Board took 44 formal actions under its enforcement mandate.

The Board continues to monitor and propose regulation changes to improve its effectiveness. During FY 2016, the Board updated their Guidelines for Prescribing Controlled Substances, and adopted regulations establishing requirements for reporting of criminal offenses; and procedures for Board notification by physicians practicing under a federal licensing exemption in Tribal Health Programs. In addition, the Board is working on regulations projects to establish standards for telemedicine practice; and standards for the delegation of routine duties to unlicensed assistive personnel.

The Board works with the Division to ensure fiscal responsibility and the appropriate establishment of licensing fees. The Board continues to request and review complete and correct financial information regarding direct and indirect expenditures. They have asked the Division to ensure fair allocation of expenditures (which is based on the number of licenses) and that an accurate number of licenses is established for that purpose.

The Board continues to participate in the activities of the Federation of State Medical Boards (FSMB) and Administrators in Medicine (AIM). Attendance at their national and regional meetings allows the Board and Board staff to remain aware of issues concerning the practice of medicine nationally, and to

## FY 2016 Narrative Statement (continued)

participate in programs involving licensing requirements, professional standards and ethics, public protection, regulation, and discipline. The federation monitors developments in the health care regulatory field by the federal government, administers the national licensure examination, and maintains a national database of licensed physicians and physician assistants. AIM researches and tracks issues and developments on a state-by-state basis and assists Board executives in obtaining or sharing information to more effectively respond to the needs of their states. Both organizations are active in providing education and assistance to Board staff and members, including certification programs for Board executives and Board investigators.

The Board employs an executive administrator, two investigators, three licensing examiners, and an office assistant. During the past fiscal year, they successfully filled staffing vacancies and recovered from long periods of vacancy during the previous fiscal year. The Division reassigned licensing examiner duties, allowing for additional licensing staff for the Board; the duties of the office assistant were restructured and the position moved from Anchorage to Juneau for hands-on licensing support. The executive administrator has implemented processing changes for expedited and electronic handling of licensing documents and Board business, and has launched an online application process through the FSMB. The Board has determined a need for additional staff to meet the ever-increasing workload and volume of licensing applications. The board remains committed to attracting and retaining competent staff, including increasing the level of compensation, increasing clerical support, and using temporary employees during peak renewal seasons.

In the coming year, the Board will continue to seek important and meaningful change in the areas of administrative and Board functions. The Board has developed policies and procedures for conducting routine business. They continue to evaluate and make changes as necessary for more efficient and appropriate licensing, regulation, and disciplinary processes. The Board continues to seek new ways to disseminate information to the public and the profession, to have more information available on their website, and do more business via the internet and other electronic means. The Board will continue to be accessible to its licensees and the public and to be responsive to the needs and safety of Alaska's citizens.

**STATE MEDICAL BOARD**  
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**Budget Recommendations for FY 2017**

**Board Meetings**

In accordance with Alaska Statute 08.64.085 the Board meets at least four times a year. The meetings are scheduled for as many geographical areas of the state as possible, in order to be accessible to the public and the profession, and to accommodate required in-person applicant interviews. Board meetings are two days with a full agenda to conduct required administrative business (reviewing license applications and reinstatements), assess and propose regulation changes, evaluate Board procedures and guidelines, deal with correspondence, conduct applicant interviews, and handle disciplinary matters.

<b>Board Meeting Date</b>	<b>Location</b>	<b># Board</b>	<b># Staff</b>
August 2016	Fairbanks	8	2
	<input checked="" type="checkbox"/> Airfare:		\$2,906.00
	<input checked="" type="checkbox"/> Hotel:		\$3,136.00
	<input checked="" type="checkbox"/> Ground: included in airfare/other		\$0.00
	<input checked="" type="checkbox"/> Other:		\$2,922.00
<b>Total Estimated Cost:</b>			<b>\$8,964.00</b>

<b>Board Meeting Date</b>	<b>Location</b>	<b># Board</b>	<b># Staff</b>
November 2016	Anchorage	8	2
	<input checked="" type="checkbox"/> Airfare:		\$2,466.00
	<input checked="" type="checkbox"/> Hotel:		\$1,378.00
	<input checked="" type="checkbox"/> Ground: included in airfare/other		\$0.00
	<input checked="" type="checkbox"/> Other:		\$2,418.00
<b>Total Estimated Cost:</b>			<b>\$6,262.00</b>

<b>Board Meeting Date</b>	<b>Location</b>	<b># Board</b>	<b># Staff</b>
February 2017	Juneau	8	2
	<input checked="" type="checkbox"/> Airfare:		\$3,645.00
	<input checked="" type="checkbox"/> Hotel:		\$2,158.00
	<input checked="" type="checkbox"/> Ground: included in airfare/other		\$0.00
	<input checked="" type="checkbox"/> Other:		\$2,537.00
<b>Total Estimated Cost:</b>			<b>\$8,340.00</b>

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**Budget Recommendations for FY 2017 (continued)**

**Board Meetings** (continued)

Board Meeting Date	Location	# Board	# Staff
May 2017	Remote (tba)	8	2
	<input checked="" type="checkbox"/> Airfare:		\$4,862.00
	<input checked="" type="checkbox"/> Hotel:		\$3,500.00
	<input checked="" type="checkbox"/> Ground: included in airfare/other		\$0.00
	<input checked="" type="checkbox"/> Other:		\$3,170.00
<b>Total Estimated Cost:</b>			<b>\$11,532.00</b>

**Travel Required to Perform Examinations**

Not applicable:

The Board accepts nationally administered examinations through membership in organizations such as the Federation of State Medical Boards (FSMB), National Board of Medical Examiners (NBME), National Board of Osteopathic Medical Examiners (NBOME), National Board of Podiatric Medical Examiners (NBPME), and Federation of Podiatric Medical Boards (FPMB).

Date	Location	# Board	# Staff
n/a			

**STATE MEDICAL BOARD  
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**Budget Recommendations for FY 2017 (continued)**

**Out-Of-State Meetings and Additional In-State Travel**

The Board requires attendance by Board member(s) and the Board executive at the annual meeting and special issue meetings of the Federation of State Medical Boards (FSMB), the annual and regional meetings of Administrators in Medicine (AIM), as well as specialized training available to the Board executive and investigative staff. The FSMB establishes national policies and standards for the medical profession on behalf of state medical and osteopathic Boards in their protection of the public. They hold an annual meeting and provide travel for one Board member and the executive administrator to attend. AIM is an affiliated organization for Board executives. They also hold an annual and regional meeting. These meetings are well attended by all 70 state and territorial Boards and staff. Attendance at the meetings by Board members and executive staff allows the Board to stay informed of issues concerning the practice of medicine nationally and to participate in programs involving the national licensing examination and reciprocity of professional licenses, as well as to participate in the development or revision of professional policies and standards.

**Out-of-State Meetings and Additional In-State Travel**

Date	Location	# Board	# Staff																
April	Fort Worth, TX	1	1																
<p><b>Description of meeting and its role in supporting the mission of the Board:</b> Federation of State Medical Boards (FSMB) annual meeting. The FSMB establishes national policies and standards for the medical profession on behalf of state medical and osteopathic Boards in their protection of the public. The Board requires attendance by Board members and the Board executive. These meetings are well attended by all 70 state and territorial Boards and staff, allowing Boards to stay informed of national issues, licensing, examinations, and the development or revision of professional policies and standards. The sponsor provides the airfare, hotel, and registration fee for one Board member and the Board executive.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"><input checked="" type="checkbox"/> Airfare:</td> <td style="text-align: right;">\$1,810.00</td> </tr> <tr> <td><input checked="" type="checkbox"/> Hotel:</td> <td style="text-align: right;">\$1,935.00</td> </tr> <tr> <td><input checked="" type="checkbox"/> Ground: included in airfare/other</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><input checked="" type="checkbox"/> Conference: fee waived by sponsor</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><input checked="" type="checkbox"/> Other:</td> <td style="text-align: right;">\$840.00</td> </tr> <tr> <td><input checked="" type="checkbox"/> Direct Third-Party Offset:</td> <td style="text-align: right;">\$1,810.00</td> </tr> <tr> <td><input checked="" type="checkbox"/> Reimbursed Third-Party Offset:</td> <td style="text-align: right;">\$1,790.00</td> </tr> <tr> <td><b>Net Total Estimated Cost:</b></td> <td style="text-align: right;"><b>\$985.00</b></td> </tr> </table>				<input checked="" type="checkbox"/> Airfare:	\$1,810.00	<input checked="" type="checkbox"/> Hotel:	\$1,935.00	<input checked="" type="checkbox"/> Ground: included in airfare/other	\$0.00	<input checked="" type="checkbox"/> Conference: fee waived by sponsor	\$0.00	<input checked="" type="checkbox"/> Other:	\$840.00	<input checked="" type="checkbox"/> Direct Third-Party Offset:	\$1,810.00	<input checked="" type="checkbox"/> Reimbursed Third-Party Offset:	\$1,790.00	<b>Net Total Estimated Cost:</b>	<b>\$985.00</b>
<input checked="" type="checkbox"/> Airfare:	\$1,810.00																		
<input checked="" type="checkbox"/> Hotel:	\$1,935.00																		
<input checked="" type="checkbox"/> Ground: included in airfare/other	\$0.00																		
<input checked="" type="checkbox"/> Conference: fee waived by sponsor	\$0.00																		
<input checked="" type="checkbox"/> Other:	\$840.00																		
<input checked="" type="checkbox"/> Direct Third-Party Offset:	\$1,810.00																		
<input checked="" type="checkbox"/> Reimbursed Third-Party Offset:	\$1,790.00																		
<b>Net Total Estimated Cost:</b>	<b>\$985.00</b>																		

**STATE MEDICAL BOARD**  
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**Budget Recommendations for FY 2017 (continued)**

**Out-of-State Meetings and Additional In-State Travel**

Date	Location	# Board	# Staff
October 2016	Minneapolis, MN	0	1
<p><b>Description of meeting and its role in supporting the mission of the Board:</b> Federation of State Medical Boards (FSMB) Administrators in Medicine (AIM) regional meeting. The Board requires attendance by the Board executive in order to stay informed and work with other Board executives on issues of national and regional import (i.e.; as telemedicine, the national licensure effort, efficient licensing processes, dealing with impairment issues and prescriptive authority issues, and legal implications of state policies.</p>			
<input checked="" type="checkbox"/> Airfare:			\$879.00
<input checked="" type="checkbox"/> Hotel:			\$645.00
<input checked="" type="checkbox"/> Ground: included in airfare/other			\$0.00
<input checked="" type="checkbox"/> Conference: fee waived by sponsor			\$335.00
<input checked="" type="checkbox"/> Other:			\$0.00
<input checked="" type="checkbox"/> Direct Third-Party Offset: unknown at this time			\$0.00
<input checked="" type="checkbox"/> Reimbursed Third-Party Offset: unknown at this time			\$0.00
<b>Net Total Estimated Cost:</b>			<b>\$1,859.00</b>

**Out-of-State Meetings and Additional In-State Travel**

Date	Location	# Board	# Staff
tba	tba	1	1
<p><b>Description of meeting and its role in supporting the mission of the Board:</b> Federation of State Medical Boards (FSMB) special meeting for issues requiring urgent action (such as re: the national licensure movement or interstate licensure compact).The FSMB (or relevant organization) will call such a meeting as required, and may provide the airfare and hotel.</p>			
<input checked="" type="checkbox"/> Airfare:			\$1,810.00
<input checked="" type="checkbox"/> Hotel:			\$960.00
<input checked="" type="checkbox"/> Ground: included in airfare/other			\$0.00
<input type="checkbox"/> Conference:			\$0.00
<input checked="" type="checkbox"/> Other:			\$550.00
<input checked="" type="checkbox"/> Direct Third-Party Offset: unknown at this time			\$0.00
<input checked="" type="checkbox"/> Reimbursed Third-Party Offset: unknown at this time			\$0.00
<b>Net Total Estimated Cost:</b>			<b>\$3,320.00</b>

**STATE MEDICAL BOARD  
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**Budget Recommendations for FY 2017 (continued)**

**Out-of-State Meetings and Additional In-State Travel**

Date	Location	# Board	# Staff
tba	Juneau, AK	0	1
<p><b>Description of meeting and its role in supporting the mission of the Board:</b> The Executive Administrator in the Anchorage office will travel to Juneau to work with and train new and existing Medical Board staff.</p>			
<input checked="" type="checkbox"/> Airfare:			\$342.00
<input checked="" type="checkbox"/> Hotel:			\$198.00
<input checked="" type="checkbox"/> Ground: included in airfare/other			\$0.00
<input type="checkbox"/> Conference:			\$0.00
<input checked="" type="checkbox"/> Other:			\$275.00
<input type="checkbox"/> Direct Third-Party Offset:			\$0.00
<input type="checkbox"/> Reimbursed Third-Party Offset:			\$0.00
<b>Net Total Estimated Cost:</b>			<b>\$815.00</b>

**Non-Travel Budget Requests**

- |  |                                    |                                       |
|--|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Not Applicable        | <input type="checkbox"/> Resources | <input type="checkbox"/> Examinations |
| <input checked="" type="checkbox"/> Membership | <input type="checkbox"/> Training  | <input type="checkbox"/> Other        |

Product or Service	Provider	Est. Annual Cost
Member Board annual dues	Federation of State Medical Boards	<b>\$2,400.00</b>
<p><b>Description of item and its role in supporting the mission of the Board:</b> The FSMB establishes national policies and standards for the medical profession on behalf of state medical and osteopathic Boards in their protection of the public. They provide specialized training for new Board members and staff. In addition, the Board contracts with FSMB to administer the licensing examination for physicians.</p>		

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**Budget Recommendations for FY 2017 (continued)**

**Non-Travel Budget Requests**

- |  |                                    |                                       |
|--|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Not Applicable        | <input type="checkbox"/> Resources | <input type="checkbox"/> Examinations |
| <input checked="" type="checkbox"/> Membership | <input type="checkbox"/> Training  | <input type="checkbox"/> Other        |

Product or Service	Provider	Est. Annual Cost
Annual Membership dues	Administrators In Medicine	<b>\$1,200.00</b>

**Description of item and its role in supporting the mission of the Board:** AIM is an affiliated organization for Board executives and provides tools and resources to assist Board staff in their work. They also hold an annual and regional meeting, and co-sponsor specialized training programs.

**Other Items with a Fiscal Impact**

Product or Service	Provider	Est. Annual Cost
Board teleconference meetings		<b>\$1,500.00</b>

**Description of item and its role in supporting the mission of the Board:**  
 The Board meets by teleconference 2-3 times per year as needed to address emergency or special issues that are time sensitive.

**Summary of FY 2017 Fiscal Requests**

Board Meetings	\$35098.00
Travel for Exams	\$0.00
Out-of-State and Additional In-State Travel	\$10579.00
Dues, Memberships, Resources, Training, Teleconferences	\$1,200.00
Total Potential Third-Party Offsets	\$3600.00
Other:	\$1,500.00
<b>Total Requested:</b>	<b>\$44,777.00</b>

**STATE MEDICAL BOARD  
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**Recommendations for Proposed Legislation for FY 2017**

**No Recommendations**

The Board has no recommendations for proposed legislation at this time.

**Recommendations**

The Board has the following recommendations for proposed legislation:

1. During the 2015-2016 Legislative session, the Board supported a bill to authorize their participation in the Interstate Medical Licensure Compact. The Board anticipates similar proposed legislation in the upcoming session, and will assess and evaluate its benefits and impacts for the public and the profession.
  
2. Based on evaluation of existing practices, the Board had previously adopted regulations that set standards for appropriate delegation of duties to unlicensed assistive personnel (such as CMAs). After a routine review by the Department of Law, it was determined that there was not currently statutory authority for licensees to delegate any duties (routine or not) to unlicensed assistive personnel. It was recommended that the Board and/or Division pursue a statute change to allow for limited delegation of routine duties which is prevalent in medical practice, under standards adopted by the Board in regulation.

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**Regulation Recommendations for FY 2017**

**No Recommendations**

The Board has no recommendations for proposed regulations at this time.

**Recommendations**

The Board has the following recommendations for proposed regulations:

1. The Board also expects to work on its own regulations, and assist the Division with their regulations, to implement the recently passed Medicaid Reform legislation, including provisions for expanded telemedicine practice, telemedicine business registry, prescription drug monitoring program, guidelines for prescribing controlled substances, and disciplinary sanctions for practitioners who violate the new standards.
2. The Board has been working on regulations to establish standards for the delegation of routine duties to unlicensed assistive personnel (subject to statutory authority, as noted under Legislative Recommendations).

# STATE MEDICAL BOARD

## Fiscal Year 2016 Annual Report

### Goals and Objectives

1. The Board will continue to educate licensees regarding the Medical Board statutes and regulations.
  - During FY 2016, the Board updated its website with meeting information, Board actions, Board-issued guideline, reporting requirements, and regulations notices. The Board responded to inquiries regarding their proposed regulations and inquiries regarding proposed legislation.
  - The Board will continue to provide relevant information, through publication on their website and in response to inquiries.
2. The Board will continue to assess and evaluate the licensing of allopathic and osteopathic physicians, podiatrists, physician assistants, and mobile intensive care paramedics.
  - During FY 2016, the Board reviewed licensing applications and conducted application interviews at all of their meetings, and discussed needs as they arose.
  - The Board will continue this practice through FY 2017.
3. The Board will continue to evaluate the impact and effectiveness of current regulations and the need for revisions or new regulations.
  - During FY 2016, the Board adopted regulations projects to clarify requirements for reporting of criminal offenses, and establishing procedures for Board notification by physicians practicing under a federal licensing exemption in Tribal Health Programs.
  - During FY 2017, the Board will be working on its own regulations, and assisting the Division with their regulations, to implement the recently passed Medicaid Reform legislation, including provisions for expanded telemedicine practice, telemedicine business registry, prescription drug monitoring program, guidelines for prescribing controlled substances, and disciplinary sanctions for practitioners who violate the new standards. The Board will continue work on regulations related to the delegation of routine duties to unlicensed assistive personnel (and the required statutory authority), and establishing standards for telemedicine practice in communities that have no health care practitioner.
4. The Board will annually review and update its disciplinary guidelines and its policies and procedures.
  - During FY 2016 the Board reviewed these documents and made changes, as necessary.
  - The Board will continue to review and update the documents during FY 2017.
5. The Board will pursue more effective administrative support, including attracting and retaining competent staff, providing comprehensive training for staff, and compensating staff appropriately.
  - During FY 2016, the Board supported efforts by the Division to increase the salary range for licensing examiners, and sent the Board executive to meetings and training events offered by their national organizations.
  - The Board and administrative staff will continue this practice through FY 2017, and will support Division and Department efforts to increase staffing and implement efficiencies.
6. The Board will continue to be involved nationally with the Federation of State Medical Boards and its affiliated organizations, and direct Board and staff to attend their meetings and activities.
  - During FY 2016, one Board member and the Board executive attended the annual meeting of the Federation of State Medical Boards (FSMB). The Board executive attended the annual meeting of the sister-organization, Administrators in Medicine (AIM), as well as specialized training for medical Board executives.
  - During FY 2017, the Board is expecting that two Board members and the Board executive will attend the FSMB annual meeting, and the Board executive attend the AIM regional meeting, and any special issue meetings called by FSMB.

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**Sunset Audit Recommendations**

<b>Date of Last Legislative Audit:</b>	<b>9/18/2012</b>
<b>Board Sunset Date:</b>	<b>6/30/2020</b>

<b>Audit Recommendation:</b>	The Division of Corporations, Business and Professional Licensing (DCBPL or division) director should continue to address deficiencies in the investigative case management system.
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<b>Action Taken:</b>	The division has modified systems to help eliminate any oversights in the new case management system established an interdisciplinary task force to identify underlying problems, develop a corrective action plan, establish case management procedures, and provide training to investigative staff.
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<b>Next Steps:</b>	Unknown
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<b>Date Completed:</b>	Unknown
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<b>Audit Recommendation:</b>	DCBPL's director should implement procedures to ensure Board disciplinary actions are reported in accordance with state and federal law.
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<b>Action Taken:</b>	The investigative unit has established standard operating procedures for timely reporting of Board actions. The Board has also tasked their executive with confirming the reporting of disciplinary actions and reporting back to the Board at each meeting.
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<b>Next Steps:</b>	None
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<b>Date Completed:</b>	May 2012
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### Sunset Audit Recommendations (continued)

<b>Audit Recommendation:</b>	DCBPL's director should ensure continuing medical education (CME) reviews comply with state law.
<b>Action Taken:</b>	The division has launched a new licensing database that will improve the audit selection process. Board staff has implemented cross-check procedures to confirm correct audit selections.
<b>Next Steps:</b>	None
<b>Date Completed:</b>	December 2012