

Annual Report

Fiscal Year 2019

ALASKA STATE MEDICAL BOARD



**Department of Commerce, Community
and Economic Development**

**Division of Corporations, Business
and Professional Licensing**

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.

**ALASKA STATE MEDICAL BOARD
FY 2019 Annual Report**

Table of Contents

Identification of the Board	Page 3
Identification of the Staff	Page 4
Narrative Statement	Page 5
Budget Recommendations	Page 7
Proposed Legislative Recommendations	Page 13
Regulatory Recommendations	Page 14
Goals and Objectives	Page 15
Sunset Audit Recommendations	Page 17

**ALASKA STATE MEDICAL BOARD
FY 2019 Annual Report**

Identification of the Board

Board Member	Duty Station	Date Appointed	Term Expires
Catherine Hyndman, MD President, Physician	Dillingham	Dec 18, 2017	Mar 1, 2020
Joy M. Neyhart, DO Secretary, Physician	Juneau	Mar 01, 2016	Mar 01, 2020
Cam Carlson Public member	Fairbanks	Mar 01, 2012	Mar 01, 2020
Brück A. Clift, MD Physician	Palmer	Mar 01, 2016	Mar 01, 2020
Craig Humphreys, MD Physician	Soldotna	Nov 25, 2014	Mar 01, 2020
Sai-Ling Liu, DO Physician	Nome	Mar 01, 2014	Mar 01, 2022
Doug Mertz Public Member	Juneau	Mar 01, 2017	Mar 01, 2021
Timothy Olson, PA-C Physician Assistant	Bird Creek	Mar 01, 2017	Mar 01, 2021

**ALASKA STATE MEDICAL BOARD
FY 2019 Annual Report**

Identification of Staff

Anchorage Office

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

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

Sonya Lipker, Senior Investigator
(907) 269-7646

Michelle Wall-Rood, Investigator
(907) 269-8186

Autumn Roark, Investigator
(907) 269-8177

Billy Homestead, Probation Monitor
(907) 269-6238

Juneau Office

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

Rebecca Powers, Licensing Supervisor
(907) 465-1074

Olena Ziuba, Licensing Examiner
(907) 465-2566

Jason Kaeser, Licensing Examiner
(907) 465-2781

Brad Gile, Licensing Examiner
(907) 465-1077

Corey Peratrovich, Office Assistant
(907) 465-2756

**ALASKA STATE MEDICAL BOARD
FY 2019 Annual Report**

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 2019, the Board maintained its consistently high level of activity in all categories of licensure, including the initial licensure of 575 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 66 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 2019, the Board took 32 formal actions under its enforcement mandate.

The Board continues to monitor and propose regulation changes to improve its effectiveness. During FY 2019 the Board public noticed regulations to implement legislation regarding delegated staff authority to issue temporary permits and permanent license, setting standards for the delegation of routine duties to unlicensed assistive personnel, adopting current versions of Codes of Ethics, updating postgraduate training requirements for podiatrists, and establishing meeting requirements. The Board also began implementing recent legislation requiring opioid education for new and renewal licenses, and requiring the registration and use of the Prescription Drug Monitoring Program by prescribing practitioners.

The Board works with the Division to ensure fiscal responsibility and the appropriate establishment of licensing fees, including review of annual fee analysis. The Board continues to request and review complete and correct financial information regarding direct and indirect expenditures, and to work with the Division to ensure fair allocation of expenditures (which is based on the number of licenses).

FY 2019 Narrative Statement (continued)

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 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 meets four times per year, as required by statute. However, Board members do extensive work year-round, and Board business is conducted by mail vote or special teleconference meetings, as appropriate for a single or less complex action. The Board remains committed to holding four in-person meetings per year to conduct complex business, address multiple topics, and conduct required in-person interviews with license applicants and probationers, all of which is problematic by teleconference. The Board has implemented cost saving measures which have greatly reduced travel costs, and intends to request a waiver to recently imposed travel restrictions.

The Board employs an executive administrator, two investigators, one licensing supervisor, three licensing examiners, and an office assistant. During the past fiscal year, the Board and staff worked with Department management to implement additional processes under an improvement plan to streamline application processing. The plan includes a new database design to allow online applications and other electronic services, expanded use of the Federation Credentials Verification Service, and provides for an expedited process for granting temporary permits. The new online application process is now available for new and renewal applications. The executive administrator has also implemented processing changes for expedited and electronic handling of licensing documents and Board business. In addition, the Board continues to support staffing changes and consolidation of all medical staff in the Anchorage office to improve efficiencies.

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.

**ALASKA STATE MEDICAL BOARD
Fiscal Year 2019 Annual Report**

Budget Recommendations for FY 2020

The Budget Recommendations section anticipates the Board’s fiscal priorities for the upcoming year. Please complete all parts of this section with details about anticipated meetings, conferences, memberships, supplies, equipment, to other Board requests. Meeting expenses that are being funded through third-party reimbursement or direct booking must be identified separately from expenses paid through license fees (receipt-supported services or RSS). Be sure to explain any items listed as “other” so they may be tracked appropriately.

Board Meeting Date	Location	# Board	# Staff
August 8-9, 2019	Anchorage	8	1
<input checked="" type="checkbox"/> Airfare:			\$2,250.00
<input checked="" type="checkbox"/> Hotel:			\$1,250.00
<input checked="" type="checkbox"/> Ground:			\$550.00
<input checked="" type="checkbox"/> Other:			\$600.00
Total Estimated Cost:			\$4,650.00

Board Meeting Date	Location	# Board	# Staff
November 7-8, 2019	Anchorage	8	1
<input checked="" type="checkbox"/> Airfare:			\$2,250.00
<input checked="" type="checkbox"/> Hotel:			\$1,250.00
<input checked="" type="checkbox"/> Ground:			\$550.00
<input checked="" type="checkbox"/> Other:			\$600.00
Total Estimated Cost:			\$4,650.00

Board Meeting Date	Location	# Board	# Staff
February 6-7, 2020	Anchorage	8	1
<input checked="" type="checkbox"/> Airfare:			\$2,250.00
<input checked="" type="checkbox"/> Hotel:			\$1,250.00
<input checked="" type="checkbox"/> Ground:			\$550.00
<input checked="" type="checkbox"/> Other:			\$600.00
Total Estimated Cost:			\$4,650.00

**ALASKA STATE MEDICAL BOARD
Fiscal Year 2019 Annual Report**

Budget Recommendations for FY 2020

The Budget Recommendations section anticipates the Board’s fiscal priorities for the upcoming year. Please complete all parts of this section with details about anticipated meetings, conferences, memberships, supplies, equipment, to other Board requests. Meeting expenses that are being funded through third-party reimbursement or direct booking must be identified separately from expenses paid through license fees (receipt-supported services or RSS). Be sure to explain any items listed as “other” so they may be tracked appropriately.

Board Meeting Date	Location	# Board	# Staff
May 7-8, 2020	Anchorage	8	1
<input checked="" type="checkbox"/> Airfare:			\$2,250.00
<input checked="" type="checkbox"/> Hotel:			\$1,250.00
<input checked="" type="checkbox"/> Ground:			\$550.00
<input checked="" type="checkbox"/> Other:			\$600.00
Total Estimated Cost:			\$4,650.00

Board Meeting Date	Location	# Board	# Staff
Tba	Teleconference	8	1
<input type="checkbox"/> Airfare:			\$0.00
<input type="checkbox"/> Hotel:			\$0.00
<input type="checkbox"/> Ground:			\$0.00
<input checked="" type="checkbox"/> Other: 3 teleconference meetings per year			\$3,000.00
Total Estimated Cost:			\$3,000.00

Travel Required to Perform Examinations

Not applicable

Date	Location	# Board	# Staff

Description of meeting and its role in supporting the mission of the Board:

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).

**ALASKA STATE MEDICAL BOARD
Fiscal Year 2019 Annual Report**

Budget Recommendations for FY 2020 (continued)

Out-of-State Meetings and Additional In-State Travel (Rank in order of importance)

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 reciprocation of professional licenses, as well as to participate in the development or revision of professional policies and standards.

#1 Rank in Importance or Not Applicable

Date	Location	# Board	# Staff
April 2020	San Diego, CA	1	1

Description of meeting and its role in supporting the mission of the Board:

Federation of State Medical Boards (FSMB) annual meeting. The Board requires attendance by Board members and the Board executive, who attend different meetings and sessions to receive training and information specific to their individual roles with the Board. The sponsor covers the full cost of attendance for one Board member and the Board executive.

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input checked="" type="checkbox"/> Airfare:	\$0.00	\$0.00	\$1,600.00	\$1,600.00
<input checked="" type="checkbox"/> Hotel:	\$0.00	\$2,500.00	\$0.00	\$2,500.00
<input checked="" type="checkbox"/> Ground:	\$0.00	\$380.00	\$0.00	\$380.00
<input checked="" type="checkbox"/> Conference:	\$0.00	\$0.00	\$990.00	\$990.00
<input checked="" type="checkbox"/> Other	\$0.00	\$600.00	\$0.00	\$600.00
Describe "Other" (break out all sections):				
Net Total:	\$0.00	\$3,480.00	\$2,590.00	\$6,070.00

ALASKA STATE MEDICAL BOARD- Fiscal Year 2019 Annual Report

Budget Recommendations for FY 2020 (continued)

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

#2 Rank in Importance

Date	Location	# Board	# Staff
October 2019	Tba	0	1

Description of meeting and its role in supporting the mission of the Board:
 Federation of State Medical Boards (FSMB) Administrators in Medicine (AIM) executive director’s workshop. The Board requires attendance by the Board executive to receive specialized training, renew certification, and 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.) The sponsor will reimburse travel costs for staff who function as faculty at the training event.

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input checked="" type="checkbox"/> Airfare:	\$800.00	\$0.00	\$0.00	\$800.00
<input checked="" type="checkbox"/> Hotel:		\$500.00	\$0.00	\$500.00
<input checked="" type="checkbox"/> Ground:	\$150.00	\$0.00	\$0.00	\$150.00
<input checked="" type="checkbox"/> Conference:	\$0.00	\$0.00	\$250.00	\$250.00
<input checked="" type="checkbox"/> Other	\$180.00	\$0.00	\$0.00	\$180.00
Describe “Other” (break out all sections):				
Net Total:	\$1,130.00	\$500.00	\$250.00	\$1,880.00

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

#3 Rank in Importance

Date	Location	# Board	# Staff
Tba	Juneau	0	1

Description of meeting and its role in supporting the mission of the Board:
 The Executive Administrator in the Anchorage office will travel to Juneau to work with and train new and existing Medical Board staff.

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input checked="" type="checkbox"/> Airfare:	\$430.00	\$0.00	\$0.00	\$430.00
<input checked="" type="checkbox"/> Hotel:	\$125.00	\$0.00	\$0.00	\$125.00
<input checked="" type="checkbox"/> Ground:	\$140.00	\$0.00	\$0.00	\$140.00
<input type="checkbox"/> Conference:	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Other	\$120.00	\$0.00	\$0.00	\$120.00
Describe “Other” (break out all sections):				
Net Total:	\$815.00	\$0.00	\$0.00	\$815.00

**ALASKA STATE MEDICAL BOARD
Fiscal Year 2019 Annual Report**

Budget Recommendations for FY 2020 (continued)

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

#4 Rank in Importance

Date	Location	# Board	# Staff
Tba	Eules, TX or other location tba	1	1

Description of meeting and its role in supporting the mission of the Board:

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.

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input checked="" type="checkbox"/> Airfare:	\$1,600.00	\$0.00	\$0.00	\$1,600.00
<input checked="" type="checkbox"/> Hotel:	\$500.00	\$500.00	\$0.00	\$1,000.00
<input checked="" type="checkbox"/> Ground:	\$300.00	\$0.00	\$0.00	\$300.00
<input checked="" type="checkbox"/> Conference:	\$0.00	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> Other	\$240.00	\$0.00	\$0.00	\$240.00
Describe "Other" (break out all sections):				
Net Total:	\$3,140.00	\$0.00	\$0.00	\$3,140.00

Non-Travel Budget Requests

- Not Applicable Resources Examinations
 Membership Training Other

Product or Service	Provider	Cost Per Event
Member Board annual dues	Federation of State Medical Boards	\$2,400.00

Description of item and its role in supporting the mission of the Board:

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.

**ALASKA STATE MEDICAL BOARD
Fiscal Year 2019 Annual Report**

Budget Recommendations for FY 2020 (continued)

Non-Travel Budget Requests

- Not Applicable Resources Examinations
 Membership Training Other

Product or Service	Provider	Cost Per Event
Member Board annual dues	Administrators in Medicine	\$1,200.00
Description of item and its role in supporting the mission of the Board:		

Other Items with a Fiscal Impact

Cost Per Event: \$0.00

- Not Applicable

Number of Events: 0

Product or Service	Provider	Total Cost
		\$0.00
Description of item and its role in supporting the mission of the Board:		

Summary of FY 2020 Fiscal Requests

Board Meetings and Teleconferences:	\$21,600.00
Travel for Exams:	\$0.00
Out-of-State and Additional In-State Travel:	\$11,905.00
Dues, Memberships, Resources, Training:	\$3,600.00
Total Potential Third-Party Offsets:	-\$7,070.00
Other:	\$0.00
Total Requested:	\$30,035.00

**ALASKA STATE MEDICAL BOARD
Fiscal Year 2019 Annual Report**

Legislation Recommendations Proposed Legislation for FY 2020

No Recommendations

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

Recommendations

The Board has the following recommendations for proposed legislation:

**ALASKA STATE MEDICAL BOARD
Fiscal Year 2019 Annual Report**

Regulation Recommendations Proposed Legislation for FY 2020

No Recommendations

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

Recommendations

The Board has the following recommendations for proposed regulations:

- 1) With the recent passage of HB 280, the Board has public noticed regulations to implement the licensing streamlining provisions and the standards for delegation of routine duties to unlicensed assistive personnel, as authorized by the legislation. The Board expects to adopt the regulations at their August 2019 meeting.
- 2) With the recent passage of SB 44, the Board expects to promulgate regulations to implement the telehealth authority for physician assistants, as authorized by the legislation.
- 3) The Board has been evaluating their criteria for graduates of unaccredited foreign medical schools and will be working on regulations to update those requirements.

ALASKA STATE MEDICAL BOARD - Fiscal Year 2019 Annual Report

Goals and Objectives

FY 2019's goals and objectives, and how they were met.

FY 2020's goals and objectives, and proposed methods to achieve them.

Describe any strengths, weaknesses, opportunities, threats and required resources:

- 1) The Board will continue to educate licensees regarding the Medical Board statutes and regulations.
 - a. During FY 2019, 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.
 - b. 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.
 - a. During FY 2019 the Board reviewed licensing applications and conducted application interviews at all meetings, and discussed needs as they arose. The Board and staff has worked with Department management to launch a new online application process through MyAlaska, and continues to use and provide other electronic services.
 - b. The Board and staff will continue work to implement process improvements, including the expedited process for granting temporary permits.

- 3) The Board will continue to evaluate the impact and effectiveness of current regulations and the need for revisions or new regulations.
 - a. During FY 2019 the Board public noticed regulations to implement recently enacted legislation, including delegated staff authority to issue temporary permits and permanent license, setting standards for the delegation of routine duties to unlicensed assistive personnel, adopting current versions of Codes of Ethics, updating postgraduate training requirements for podiatrists, and establishing meeting requirements.
 - b. During FY 2019 the Board began implementing recently enacted legislation, including opioid education requirements for new and renewal licenses, and the PDMP registration and use requirements for prescribing practitioners.
 - c. The Board will work on regulations to implement recently enacted legislation including telehealth authority for physician assistants.
 - d. The Board will work on regulations regarding criteria and licensing requirements for graduates of unaccredited foreign medical schools.
 - e. The Board will continue assess and evaluate regulations to make revisions, updates, or corrections, as necessary.

CONTINUED ON FOLLOWING PAGE

ALASKA STATE MEDICAL BOARD
Fiscal Year 2019 Annual Report

Goals and Objectives (continued)

- 4) The Board will annually review and update its disciplinary guidelines and its policies and procedures.
 - a. During FY 2019 the Board reviewed these documents and made changes, as necessary.
 - b. The Board will continue to review and update the documents, incorporating new requirements for PDMP registration and use.

- 5) The Board will pursue more effective administrative support, including attracting and retaining competent staff, providing comprehensive training for staff, and compensating staff appropriately.
 - a. During FY 2019, the Board supported the Division efforts to increase staffing and implement work process efficiencies, and sent the Board executive to meetings and training events offered by their national organizations. However, fully funded travel to one such event was denied by the Department.
 - b. The Board continues to support appropriate staffing and training, and requires the Board executive to attend meetings and training events offered by national organizations, as well as travel to Juneau to train and work with Medical Board staff.

- 6) The Board will continue to be involved nationally with the Federation of State Medical Boards and its affiliated organizations, and requires Board members and staff to attend their meetings and activities.
 - a. During FY 2019, one Board member attended the annual meeting of the Federation of State Medical Boards (FSMB). The Board executive attended the regional meeting of the sister-organization, Administrators in Medicine (AIM).
 - b. In FY 2020, the Board is planning to send two Board members and the Board executive to the FSMB annual meeting – this travel is fully funded by the FSMB. The Board is also planning to send the Board executive to the AIM Executive Director’s Workshop and recertification program for Certified Medical Board Executives, as well as any special issue meetings called by FSMB.

**ALASKA STATE MEDICAL BOARD
Fiscal Year 2019 Annual Report**

Sunset Audit Recommendations

Date of Last Legislative Audit: September 2012
Board Sunset Date: June 30, 2020

Audit Recommendation:	The Division of Corporations, Business and Professional Licensing (DCBPL or division) director should continue to address deficiencies in the investigative case management system.
Action Taken:	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.
Next Steps:	Unknown
Date Completed:	Unknown

Audit Recommendation:	DCBPL's director should implement procedures to ensure Board disciplinary actions are reported in accordance with state and federal law.
Action Taken:	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.
Next Steps:	None
Date Completed:	May 2012

Sunset Audit Recommendations (continued)

Audit Recommendation:	DCBPL's director should ensure continuing medical education (CME) reviews comply with state law.
Action Taken:	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.
Next Steps:	None
Date Completed:	December 2012