

NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S.) § 41101(B)(14)). Substantive Policy Statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice substantive policy statement does not include internal procedural documents which may only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties in accordance with A.R.S. Title 41.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

BOARD OF MEDICAL EXAMINERS

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Board of Medical Examiners Procedure for Prioritizing Complaints
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Published October 1995; effective January 1996
3. **Summary of the contents of the substantive policy statement:**
Complaint prioritizing procedure was done as the requirement of Laws 1995, Ch. 212, § 17. The Complaint prioritization procedure describes the criteria for assigning Priority One (highest) to Priority Three (lowest) classification to complaints. Priorities are assigned by the Chief Investigator according to the procedure described.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
New statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Mark Speicher, Executive Director
Address: Board of Medical Examiners
1651 East Morten Avenue, Suite 210
Phoenix, Arizona 85020
Telephone: (602) 255-3751
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
Available from the Board of Medical Examiners at 25¢ per page copying cost.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

BOARD OF MEDICAL EXAMINERS

1. **Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Guidelines describing the Investigative Procedure of the Board of Medical Examiners.
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Published October 1995; effective January 1996
3. **Summary of the contents of the substantive policy statement:**
Written guidelines describing investigative procedure was required by Laws 1995, Ch. 212, § 17. The procedures outline the process used for investigating complaints and other information reported to the Board pursuant to A.R.S. § 32-1451(A) and (B). The guidelines are investigative recommendations. Each complaint is investigated individually according to the procedures and techniques which best suit that complaint and contribute to the most complete information being provided to the Board.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
New statement.

Arizona Administrative Register
Notices of Substantive Policy Statements

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Darrell C. Stubbs, Chief Investigator
Address: Board of Medical Examiners
1651 East Morten Avenue, Suite 210
Phoenix, Arizona 85020
Telephone: (602) 255-3751

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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

BOARD OF MEDICAL EXAMINERS

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Guidelines for Imposing Sanctions on Licensees.

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Published October 1995; effective January 1996

3. Summary of the contents of the substantive policy statement:

Disciplinary guidelines were developed by the Board of Medical Examiners to comply with Laws 1995, Ch. 212, § 17. Guidelines contain the following information: Use of the guidelines; grounds for discipline; aggravating and mitigating factors; reporting possible violations to the Board; actions before the investigation is complete; actions following the completion of the investigation; actions following the formal hearing; other motions. They also include sample terms and conditions for Board Orders.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

New statement.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Donna Nemer, R.N., Agency Ombudsman
Address: Board of Medical Examiners
1651 East Morten Avenue, Suite 210
Phoenix, Arizona 85020
Telephone: (602) 255-3751

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BOARD OF MEDICAL EXAMINERS

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Board of Medical Examiners Policy for Notification of Affected Parties.

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Published October 1995; effective January 1996

3. Summary of the contents of the substantive policy statement:

This is a table describing when, in the process of investigating complaints and taking actions pursuant to A.R.S. § 32-1451, notices are provided to complainants, physicians, Board, and to the state (Attorney General's Office).

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New statement.

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BOARD OF MEDICAL EXAMINERS

1. Title or subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Policy on Approval of Dispensing Registrations.

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

Published April 1996; effective April 1996

3. Summary of the contents of the substantive policy statement:

This is a minute entry documenting the Board's vote that its staff is authorized to approve applications for Dispensing Physicians which meet the requirements of the statute and where the applying physician has had no disciplinary actions. All others must be approved by the Board.

4. A statement as to whether the substantive policy statement is a new statement or a revision:

New statement.

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