

NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-101(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

DEPARTMENT OF INSURANCE

1. **Subject of the substantive policy statement and the number by which the policy statement is referenced:**
Continuing education (CE) requirements for certain licensees. (Circular Letter 1999-2)
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
April 30, 1999.
3. **Summary of the contents of the substantive policy statement:**
The circular letter explains the recently enacted continuing education requirements for certain agents, brokers, solicitors, and service representatives. The circular letter explains who is subject to the CE requirements and who is exempt. It also explains the number of hours required, the CE certification process, and other relevant information.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
This is a 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: Scott Greenberg
Address: Arizona Department of Insurance
2910 N. 44th Street, Suite 210
Phoenix, Arizona 85251
Telephone: (602) 912-8406
Fax: (602) 912-8408
6. **Information about where a person may obtain a copy of the substantive policy statement:**
Copies of this policy may be obtained from the internet at <http://www.state.az.us/id> or from the person listed in question #5 for 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENTS

DEPARTMENT OF LIQUOR LICENSES AND CONTROL

1. **Subject of the substantive policy statement and the number by which the policy statement is referenced:**
Liquor License Training: Requirements and Course Outline for License Applicants and Managers
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Issue and effective date: January 14, 1999
Revision Date: May 27, 1999
3. **Summary of the contents of the substantive policy statement:**
The contents of this policy statement outline the requirements established by the Department for Liquor License training courses for applicants.
4. **A statement as to whether the substantive policy statement is a new or revised statement:**
This substantive policy statement is a revised document.

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:**

Address: Compliance Division
800 West Washington, 5th Floor
Phoenix, AZ 85007

Telephone: (602) 542-9043

6. **Information about where a person may obtain a copy of the substantive policy statement:**

A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona Department of Liquor Licenses and Control, at the address listed in question #5.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

BOARD OF MEDICAL EXAMINERS

1. **Subject of the substantive policy statement and the number by which the policy statement is referenced:**

Notification of Affected Parties. (SPS #1)

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

Originally Published October 1995, Revised May 1999.

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

Describes when, in the process of investigating complaints and taking actions pursuant to A.R.S. § 32-1451, notices are provided to complainants, physicians, the Board, and the Office of the State Attorney General.

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

This is a revised 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: Tom Adams, Assistant Director, Regulation

Address: Arizona 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:**

Copies of the statement are available for 25¢ per page and can be obtained from the Board of Medical Examiners at the address listed in question #5.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

BOARD OF MEDICAL EXAMINERS

1. **Subject of the substantive policy statement and the number by which the policy statement is referenced:**

Policy on Physicians who are Registered to Dispense as to who Should be Inspected. (SPS #2)

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

Originally Published October 1996, Revised May 1999.

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

Guidelines for handling dispensing physicians with prior Board actions.

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

This is a revised 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: Diane Burlile, Licensing and Renewal Administrator

Notices of Substantive Policy Statements

Address: Arizona 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:

Copies of the statement are available for 25¢ per page and can be obtained from the Board of Medical Examiners at the address listed in question #5.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

BOARD OF MEDICAL EXAMINERS

1. Subject of the substantive policy statement and the number by which the policy statement is referenced:

Policy on the use of names other than the name on the physician's license. (SPS #3)

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

Originally Published Summer 1990, Revised May 1999.

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

Policy prohibiting a physician from practicing medicine using a name or names other than the name in which the license was issued.

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

This is a revised 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: Tom Adams, Assistant Director, Regulation

Address: Arizona 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:

Copies of the statement are available for 25¢ per page and can be obtained from the Board of Medical Examiners at the address listed in question #5.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

BOARD OF MEDICAL EXAMINERS

1. Subject of the substantive policy statement and the number by which the policy statement is referenced:

Approved Hospital Internship, Residency or Clinical Fellowship Accrediting Program in addition to those specified in A.R.S. § 32-1401(3). (SPS #4)

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

Originally Published March 1997, Revised May 1999.

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

The College of Family Physicians of Canada is approved as an entity which approves hospitals for internship, fellowship or residency training. Reference A.R.S. § 32-1401(3).

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

This is a revised 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: Diane Burlile, Licensing and Renewal Administrator

Notices of Substantive Policy Statements

Address: Arizona 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:**

Copies of the statement are available for 25¢ per page and can be obtained from the Board of Medical Examiners at the address listed in question #5.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

BOARD OF MEDICAL EXAMINERS

1. **Subject of the substantive policy statement and the number by which the policy statement is referenced:**

Approval of Residency Permits Where There is Evidence of Failure to Register. (SPS #5)

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

Originally Published July 1995; Revised May 1999.

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

The Board authorizes its staff to approve residency permits in which documentation has been obtained which demonstrates that failure to appropriately register a resident was an administrative oversight by the requesting entity, that is, the training program.

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

This is a revised 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: Diane Burlile, Licensing and Renewal Administrator

Address: Arizona 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:**

Copies of the statement are available for 25¢ per page and can be obtained from the Board of Medical Examiners at the address listed in question #5.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

BOARD OF MEDICAL EXAMINERS

1. **Subject of the substantive policy statement and the number by which the policy statement is referenced:**

Public Disclosure Policy. (SPS #6)

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

Approved and Effective on January 28, 1999.

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

This policy aids BOMEX in establishing fair, lawful and easily understood access points for the public when the agency is contacted for licensing or disciplinary information. Additionally, this policy specifies which categories of information the Board will disclose and which will be kept confidential pursuant to statutory requirements. Lastly, this policy identifies which pieces of licensing and disciplinary information will be disclosed through the various means available to consumers.

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

This is a new statement.

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: Eric Nickell, Public Information/Compliance Administrator
Address: Arizona 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:**

Copies of the statement are available for 25¢ per page and can be obtained from the Board of Medical Examiners at the address listed in question #5.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

BOARD OF MEDICAL EXAMINERS

1. **Subject of the substantive policy statement and the number by which the policy statement is referenced:**

Guidelines for the Use of Controlled Substances for the Treatment of Chronic Pain. (SPS #7)

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

Originally Published November 1991, Revised May 1999.

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

On September 24, 1997, the Arizona Board of Medical Examiners formally adopted a policy statement entitled "Guidelines for the Use of Controlled Substances for the Treatment of Chronic Pain." The statement outlines the Board's proactive approach to improving appropriate prescribing for effective pain management, while preventing drug diversion and abuse. Arizona physicians are encouraged to consult the policy statement or guidelines.

The Medical Board recognizes that inappropriate prescribing of controlled substances including the opioids can lead to drug abuse and diversion. Inappropriate prescribing also can lead to ineffective pain management of pain, unnecessary suffering of patients and increased health care costs. The Board recognizes that some physicians do not treat pain properly due to lack of knowledge or concern about pain. Fear of discipline by the Board also may be an impediment to medically appropriate prescribing for pain. This Guideline is intended to encourage effective pain management in Arizona, and to help physicians reach a level of comfort about appropriate prescribing by clarifying the principles of professional practice that are endorsed by the Board.

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

This is a revised 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: Dr. Richard Zonis, Supervising Medical Consultant
Address: Arizona 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:**

Copies of the statement are available for 25¢ per page and can be obtained from the Board of Medical Examiners at the address listed in question #5.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENTS

DEPARTMENT OF REVENUE

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

Amended Return's Effect on Statutes of Limitation, GTR 99-1

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

Arizona Administrative Register
Notices of Substantive Policy Statements

February 17, 1999

3. **Summary of the contents of the substantive policy statement:**
Explains application of the statute of limitations to Arizona tax returns.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
This is a 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:**
Address: Tax Research and Analysis Section
Arizona Department of Revenue
1600 West Monroe
Phoenix, Arizona 85007

Telephone: (602) 542-4672
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
Anyone wishing to obtain a copy of this document should call (602) 255-3381 (1-800-352-4090 Nationwide), or write to:

Taxpayer Information and Assistance
Arizona Department of Revenue
P.O. Box 29086
Phoenix, AZ 85038-9086

This information is also available by visiting our web site at <http://www.revenue.state.az.us>.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENTS
DEPARTMENT OF REVENUE

1. **Title or subject of the substantive policy statement and the number by which the policy statement is referenced:**
Taxation of REITs, CTR 99-2
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
April 16, 1999
3. **Summary of the contents of the substantive policy statement:**
Explains Arizona's taxation of REITs and REIT dividends.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
This is a 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:**
Address: Tax Research and Analysis Section
Arizona Department of Revenue
1600 West Monroe
Phoenix, Arizona 85007

Telephone: (602) 542-4672
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
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P.O. Box 29086
Phoenix, AZ 85038-9086

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