

## NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-1013(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 SUBSTANTIVE POLICY STATEMENT

#### ALLOPATHIC BOARD OF MEDICAL EXAMINERS

- 1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Guidelines for Appealing Executive Director Actions to the Board; SPS #16
- 2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
January 19, 2001
- 3. Summary of the contents of the substantive policy statement:**  
Guidelines describing the procedure for a person who is aggrieved by an action taken by the executive director to request the Board to review that action.
- 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: Tom Adams, Deputy Director  
Address: Arizona Board of Medical Examiners  
9545 East Doubletree Ranch Road  
Scottsdale, AZ 85258  
Telephone: (480) 551-2700  
Fax: (480) 551-2701
- 6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**  
Information about or a copy of the statement can be requested from the above address or telephone number. Payment is based on the number of pages at a cost of 25 cents per page payable upon receipt.

### NOTICE OF SUBSTANTIVE POLICY STATEMENT

#### ALLOPATHIC BOARD OF MEDICAL EXAMINERS

- 1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
Guidelines for the Effective Date of Board Orders; SPS #17
- 2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
April 27, 2001
- 3. Summary of the contents of the substantive policy statement:**  
Guidelines for determining the effective date of Board Orders, Interim Orders and Consent Agreements
- 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: Tom Adams, Deputy Director

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**ALLOPATHIC BOARD OF MEDICAL EXAMINERS**

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

Guidelines for Delegating Limited Authority to the Executive Director to Grant License Fee Refunds; SPS #18

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

April 27, 2001

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

Guidelines for determining when the Executive Director may grant license fee refunds.

**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: Tom Adams, Deputy Director

Address: Arizona Board of Medical Examiners  
9545 East Doubletree Ranch Road  
Scottsdale, AZ 85258

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Fax: (480) 551-2701

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**ALLOPATHIC BOARD OF MEDICAL EXAMINERS**

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

Guidelines for Delegating Limited Authority to the Executive Director to Grant Uncontested Requests for Reactivation of License; SPS #19

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

April 27, 2001

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

Guidelines for determining when the Executive Director may grant uncontested requests for reactivation of license.

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

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: Tom Adams, Deputy Director  
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9545 East Doubletree Ranch Road  
Scottsdale, AZ 85258  
Telephone: (480) 551-2700  
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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF HEALTH SERVICES**

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

Department of Health Services, Office of Vital Records, Eligibility for Certified Copies of Death Certificates; SP-038-PHS-VRS

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

Effective date: May 1, 2001

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

The substantive policy statement clarifies that the term "other vital interests," used in A.A.C. R9-19-405, includes a funeral director or person acting in that capacity who:

1. Has an interest regarding the estate of the deceased in connection with business matters involving the deceased, and
2. Can show proof of interest and the need for a copy of the death certificate.

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

This is a new substantive policy 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: Julie Frasco  
Address: Department of Health Services  
2727 W. Glendale  
Phoenix, AZ 85051  
Telephone: (602) 364-1227

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

Information about or a copy of the statement can be requested from the above address or telephone number. Payment is based on the number of pages at a cost of 25 cents per page payable upon receipt. The check or money order should be made payable to the Arizona Department of Health Services.