



Medical Quality Assurance Commission Policy/Procedure

Title:	Delegation of Signature of Authority for Credentialing, Disciplinary and Rulemaking	Number: MD2012-05
Contact	Julie Kitten, Program Operations Manager	
Effective Date	April 6, 2012	
Supersedes	MD2011-04	
Approved	Mimi Pattison, MD, FAAHPM, Chair Medical Quality Assurance Commission	<i>Mimi Pattison MD</i>

I, Mimi Pattison, MD, FAAHPM, Chair of the Washington State Medical Quality Assurance Commission, acting upon the authorization of the Commission, hereby delegate signature authority to the following staff for the specific documents as indicated:

- Maryella Jansen, Executive Director
- George Heye, MD, Medical Consultant
- Julie Kitten, Program Operations Manager
- Dani Newman, Disciplinary Manager
- Betty Elliott, Credentialing Manager (*routine applications and practice plans only*)
- Dawn Thompson, Customer Service Specialist 3 (*MD M-Z and PA/ML A-Z routine applications and practice plans only.*)
- Catrina Murphy, Customer Service Specialist 2 (*MD A-L and PA/ML A-Z routine applications and practice plans only.*)
- Jim Smith, Chief Investigator- (*Subpoenas only*)

CREDENTIALING

1. **Routine** credentialing applications, and limited applications and physician assistant (PA) applicants and practice plans as authorized under WAC 246-919-310 and WAC 246-918-070. Routine is defined as an application without positive personal data questions, out-of-state actions, or other negative comments on the applicant.

**Betty Elliott *Catrina Murphy *Dawn Thompson*

2. Requests for Remote Sites supervision time.

**George Heye, MD*

3. Requests for more than three PAs per physician up to six full time PAs.
**George Heye, MD or one of the Clinical Executive Officers*
4. Approve practice plans where physician or PA has been released from a past Order or STID
**Betty Elliott *George Heye, MD*
5. Requests for special accommodations to sit for USMLE examination.
**Betty Elliott *Maryella Jansen*
6. Approve applications submitted with the following positive answers, but otherwise routine:
**George Heye, MD *Betty Elliott*
 - ✓ Applicants Medical conditions (Dr. Heye only)
 - ✓ Medical malpractice reports (Dr. Heye only)
 - ✓ Minor traffic violations, i.e. speeding,
 - ✓ DUIs more than 10 years prior to application (Dr. Heye only)
 - ✓ Minor misdemeanor offenses, i.e. disorderly conduct
 - ✓ Brief probation during residency or other training but successfully completed the program.
 - ✓ Hospital privileges suspended regarding medical records more than five years.
 - ✓ PAs with open complaints or the proposed supervising physician with open complaints.
 - ✓ Applicants with closed complaints in other state boards.
 - ✓ FBI fingerprint hit more than 10 years prior to application, as long as applicant reports incident and supporting documentation (if any) in the application process.
7. Notice of Decision on Application and the Determination for Brief Adjudicative Proceedings
 - ✓ Follows appropriate procedure by case review panel decision. Disciplinary Manager has the signature authority on applications.
8. Requests for extension for continuing education requirements up to one year.
**Maryella Jansen *George Heye, MD*
9. Approve professional associations or education organizations to be eligible to receive lists and labels from the Public Disclosure Unit.
**Julie Kitten *Maryella Jansen*

DISCIPLINARY: *(Only after authorized by the Commission for issuance – Maryella Jansen or Dani Newman)*

- ✓ Statement of Allegations
- ✓ Statement of Charges
- ✓ Statement of Charges on License Application
- ✓ Notice of Opportunity for prompt hearing, regularly scheduled hearing, or settlement
- ✓ Notice of Opportunity for Settlement and Hearing
- ✓ Notice of Correction
- ✓ Withdrawal of Statement of Charges, Statement of Charges on License application, Statement of Allegations, or Notice of Correction
- ✓ Summary Suspension Orders *(Maryella Jansen)*
- ✓ Subpoenas *(Jim Smith)*

RULEMAKING: *(Only after authorized by the Commission - Maryella Jansen or Julie Kitten)*

- ✓ CR-101 – Statement of Inquiry
- ✓ CR-102 – Proposed Rule or Expedited Rule
- ✓ CR-105 – Expedited Rule
- ✓ CR-103 – Rule Making Order

OTHER:

- ✓ Extension on Respondent's Compliance requirements due dates up to six months.
*George Heye, MD

This delegation allows staff to bring applications with an egregious or serious allegation, directly to the case management team for authorization of investigation, RCM assignment and legal services.

This delegation shall remain in effect until revoked, terminated or modified by the Commission.

