

**Department of Health
Medical Quality Assurance Commission
Procedure**

Title:	Stipulations to Informal Disposition	MD2015-05
References:	RCW 18.130.172	
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Approved By:	Richard D. Brantner, MD, FAAEM, Chair (signature on file)	

Purpose

To update the procedure on the presentation, reporting and termination of Stipulations to Informal Disposition (STID).

Procedure

Presentation:

1. The Reviewing Commission Member (RCM) or designee will present the STID signed by Respondent for approval to a panel of the Commission in closed session. The STID typically will be presented to the same panel that ordered it, but the presentation can be made to a CMT panel or other panel as the circumstances require.
2. Commission staff will document the approval or disapproval of the STID in the case review minutes.

Reporting:

1. Department of Health staff will report the STID to the National Practitioner Data Bank. Commission staff will report the STID to the Federation of State Medical Boards' Physician Data Center.
2. Commission staff will list the STID in the Commission newsletter. The STID is subject to public disclosure. There will not be a press release.

Termination:

1. The Commission delegates the authority to the RCM to terminate a STID, unless the panel elects to retain authority to terminate the STID.

2. If the compliance officer determines that the Respondent has completed the terms and conditions of the STID, the compliance officer will notify the RCM and the assigned staff attorney. The compliance officer will send compliance materials for review to the RCM and the staff attorney and a memo requesting that they affix signatures to the appropriate line indicating whether the STID should be terminated.
3. If the RCM and staff attorney return the memo with their signatures stating that they believe the STID should be terminated, the compliance officer will send a letter to the Respondent stating that the STID is terminated.
4. The compliance officer will send a copy of the letter to the Adjudicative Service Unit. Department of Health staff will post the letter to the Department of Health Provider Credential Search web site.