

State of Washington
Medical Quality Assurance Commission

Procedure

Title:	Delegation of Signature Authority for Credentialing, Disciplinary and Rulemaking	PRO2017-07
Contact:	Daidria Underwood, Program Manager	
Phone:	(360) 236-2727	E-mail: daidria.underwood@doh.wa.gov
Effective Date:	May 19, 2017	
Supersedes:	MD2016-05	
Approved By:	Warren Howe, MD, Chair (signature on file)	

I, in my role as 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:

- Executive Director
- Deputy Executive Director
- Medical Consultant
- Program Manager
- Licensing Manager
- Licensing Lead (*routine applications and delegation agreements only*)
- Licensing Health Services Consultant 1s (*routine applications and delegation agreements only*)
- Director of Investigations
- Director of Legal Services
- Director of Operations and Informatics

Licensing

1. **Routine** licensing applications, and limited applications and physician assistant (PA) applicants and delegation agreements 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.

**Licensing Manager *Licensing Lead * HSC1 (only as noted above) *Executive Director *Deputy Executive Director *Director of Operations and Informatics*

2. Requests for Remote Sites supervision

**Medical Consultants *Director of Operations and Informatics *Licensing Manager * Licensing Lead*

3. Requests for more than five PAs per physician.

**Medical Consultants *Director of Operations and Informatics *Licensing Manager * Licensing Lead *or one of the Clinical Executive Officers*

4. Approve delegation agreements where a physician or PA has been released from a past Order or STID

**Medical Consultants *Director of Operations and Informatics *Licensing Manager * Licensing Lead *or one of the Clinical Executive Officers*

5. Requests for special accommodations to sit for USMLE examination.

**Licensing Manager *Executive Director *Deputy Executive Director *Director of Operations and Informatics*

6. Approve applications submitted with the following positive answers, but otherwise routine:

**Medical Consultants *Director of Operations and Informatics *Licensing Manager *Licensing Lead*

- Applicant's medical conditions (Medical Consultants only)
- Medical malpractice reports (Medical Consultants only)
- Minor traffic violations, i.e. speeding,
- DUIs more than 5 years prior to application (Medical Consultants 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 the incident and provides supporting documentation (if any) in the application process.
- Change in medical schools.
- Leave of absence during medical school but still successfully graduated.
- A span of more than seven years to complete all three steps of the USMLE if the applicant participated in a joint degree program.

7. Notice of Decision on Application and the Determination for Brief Adjudicative Proceedings
Follows appropriate procedure by case review panel decision. The Executive Director, Deputy Executive Director, Director of Operations and Informatics or the Licensing Manager has signature authority on applications.
8. Requests for extension for continuing education requirements up to one year.
**Executive Director *Medical Consultants *Deputy Executive Director*

Disciplinary

*(Only after authorized by the Commission for issuance) *Executive Director *Deputy Executive Director *Director of Legal Services *Medical Consultants *Director of Investigations*

- 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 or Correction
- Summary Suspension Orders
- Subpoenas *(Executive Director, Deputy Executive Director, Director of Legal Services and Director of Investigations)*

Rulemaking

*(Only after authorized by the Commission) *Executive Director *Deputy Executive Director *Program Manager*

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

Other

Extension on Respondent's Compliance requirements due dates up to six months.

**Compliance Medical Consultant *Executive Director *Deputy Executive Director*

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

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