

Oregon Medical Board
Records Retention Schedule 2016-0001
Effective Date: April 2016
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OREGON STATE ARCHIVES
Records Retention Schedule

Edition: April 2016

Organizational Placement

Schedule Number: 2016-0001

Agency: Oregon Medical Board
Section: Administration
Program: Oregon Medical Board and Committees

Program Description

The Oregon Medical Board and its Committees exist to protect the health, safety, and welfare of Oregon's citizens by granting or withholding the privilege of practicing medicine in Oregon in accordance with the Medical Practice Act, ORS 677.

The Board and Committees oversee the licensure and professional conduct of Medical Doctors and Doctors of Osteopathic Medicine, Podiatric Physicians, Physician Assistants, and Acupuncturists. The Board also oversees the scope of practice for Emergency Medical Services Providers.

The Board consists of thirteen members appointed by the Governor. The full Board meets quarterly and works through committees that include one or more Board members. Current committees include the Investigative Committee, the Administrative Affairs Committee, the Legislative Advisory Committee, the Acupuncture Advisory Committee, the EMS Advisory Committee, and the Editorial Committee.

Program Records

None

State Boards and Commissions General Records Retention Schedule Records
Boards and Commission Records (OAR 166-350-0010)

Appeal and Review Records
Board and Commission Meeting Minutes

Databases

None

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Organizational Placement

Schedule Number: 2016-0001

Agency: Oregon Medical Board

Section: Administration

Program: Executive

Program Description

The Executive office includes the Executive Director, Operations & Policy Analyst, a medical director, and an executive assistant. The Director determines policy and program priorities and oversees all Board and agency operations including legislative liaison and public outreach. The Director also acts as liaison with other government entities.

The medical director provides medical expertise to the Board, the Investigations program, and the Licensing program. The Executive Director's office also publishes the "Oregon Medical Board Report" newsletter and the Board's Annual Report.

Program Records

- | | | |
|------------|--|-------------|
| 001 | Annual Report, 1937-[ongoing] | 2 cf |
| | Retain permanently, transfer to State Archives after 20 years | |
| 002 | Oregon Medical Board Report, 1976-[ongoing] | 2 cf |
| | Retain one copy permanently, transfer to State Archives after 20 years | |

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Administrative rule Preparation Records

Agency Organizational Records

Attorney General Opinions

Legislative Development Advisory Committee Records

Legislative Tracking Records

Press Releases

Policy Development and Planning Records

Databases

None

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Schedule Number: 2016-0001

Agency: Oregon Medical Board

Section: Administration

Program: Accounting

Program Description

The accounting program provides business and technical support including: budgeting, goods and trade services contracting, accounts payable, cash receipts, accounts receivable, financial reporting, purchasing, and payroll.

Records Description:

Program Records

None

State Agency General Records Retention Schedule Records

Facilities/Property Records (OAR 166-300-0020)

Asset Inventory Reports

Equipment/Property Disposition Records

Financial Records (OAR 166-300-0025)

Account Reconciliation Records

Accounts Receivable Reports & Records

Accounts Payable Reports & Records

Annual Financial Reports

Audit Reports

Budget Reports & Records

Oregon State Treasury Reports

Legislatively Adopted Budget

Payroll Records (OAR 166-300-0035)

Employee Payroll Records

Employee Time Records

Employee Benefits Records

Leave Application Records

OSPA Reports

Unemployment Claim Records

Databases

GL Suite

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Agency: Oregon Medical Board
Section: Administration
Program: Information Technology

Schedule Number: 2016-0001

Program Description

The Information Technology (IT) program is responsible for network administration, database programming, report building, online services development/maintenance, back office software development/maintenance, backups and user support for the Oregon Medical Board.

Program Records

None

***State Agency General Records Retention Schedule Record
Information Systems Records (OAR 166-300-0030)***

Computer System Maintenance Records
Computer System Program Documentation
Computer System Security Records
Information System Planning and Development Records
Software Management Records
User Support Records

Databases

GL Suite

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Schedule Number: 2016-0001

Agency: Oregon Medical Board
Section: Administration
Program: Personnel and Public Information

Program Description

The Personnel and Public Information program administers the technical human resource functions for the Oregon Medical Board and provides intake for public information requests. The agency public information specialist answers the telephone and other communications, provides license verification information, responds to requests for standard licensee data, and routes non-standard public records requests to the appropriate agency staff.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Public Records Disclosure Request Records

Visitor Logs

Personnel Records (OAR 166-300-0040)

Affirmative Action Records

Employee Medical Records

Employee Personnel Records

Position Descriptions and Reclassification Records

Recruitment and Selection Records

Databases

GL Suite

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Schedule Number: 2016-0001

Agency: Oregon Medical Board

Program: Licensing

Program Description

The Oregon Medical Board grants licenses to physicians and allied health care professionals (physician assistants and acupuncturists). The Licensing Program is responsible for ensuring that every applicant granted a license or license renewal meets all requirements for education, clinical training, examinations, and conduct.

Licensing examinations are administered by the Federation of State Medical Boards, the National Board of Medical Examiners, the National Board of Osteopathic Medical Examiners, the National Board of Podiatric Medical Examiners, the National Commission for the Certification of Physician Assistants, and the National Commission for the Certification of Acupuncturists. The Executive Director approves completed applications. Completed applications with discrediting information are sent to the appropriate Board committee for formal review and recommendation to the full Board. The committees include the Administrative Affairs Committee (MD/DO/DPMs), and the Committee on Acupuncture. All applications reviewed by the various committees are scheduled for review by the full Board. Committees and staff may grant limited licenses pending Board approval if the file is complete and there is no discrediting information disclosed.

The program also renews licenses for Medical Doctors, Doctors of Osteopathic Medicine, Podiatric Physicians, Physician Assistants, and Acupuncturists. License renewal occurs every two years. The program maintains a listing of free-care practitioners who have registered with the Board for partial indemnification against death, injury, or other loss arising from services provided without compensation. It also performs a public relations function by providing a call center to assist applicants and licensees. The program maintains current contact information for all licensees.

Program Records

003 Liability Cap Records

Retain 4 years, destroy

004 Licensee Application Files

- a) Retain licensed, denied and revoked files 99 years or 2 years after deceased whichever is longer, destroy
- b) Retain credentialing documents received prior to application and no application received 1 year, destroy
- c) Retain paid, withdrawn and expired applications 6 years, destroy
- d) Retain paid, withdrawn and expired applications with noted material 6 years, destroy
- e) Retain unpaid, withdrawn and expired applications 10 years, destroy
- f) Retain cleared applications 1 year, destroy

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- 005 Licensee Listings**
 - a) Retain Licensee Directory 99 years, destroy
 - b) Retain Certificates Printed Listing, Lapsed License Listing and Renewals Sent Listing 2 years, destroy
- 006 License Renewal Applications**
Retain 8 years, destroy
- 007 Licensure Statistical Summary Records**
Retain 20 years, destroy
- 008 Limited License Applications**
Retain 6 years after expired, destroy
- 009 Oregon Licensee Examination Results Score Rosters**
Retain 99 years, destroy
- 010 Podiatrists Continuing Education Audit Records – Lists of Licensees Audited**
Retain 4 years, destroy
- 011 Registration Application Problem Letters**
Retain 1 year, destroy
- 012 Voided Certificates and Logs**
 - (a) Retain logs 2 years, destroy
 - (b) Retain certificates as needed, destroy

State Agency General Records Retention Schedule Records
Administrative Records (OAR 166-300-0015)
Public Records Disclosure Request Records

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Agency: Oregon Medical Board

Program: Investigations and Compliance

Program Description

The Investigations and Compliance program receives complaints against licensees from patients, pharmacies, insurance companies, hospitals, nursing homes, physicians, nurses and others in the health care field. The program also provides the services of a Complaint Resource Officer who assists the public with questions and problems concerning their medical practitioners, and who assists practitioners with questions about Oregon law.

The program conducts investigations in cases where a violation of the Medical Practice Act may have occurred. A comprehensive field investigation is performed and case information is entered into the GL Suite database.

Findings are presented to the Investigative Committee, which may interview the licensee. If the licensee is found to be in violation of the Medical Practice Act the Committee recommends to the full Board that disciplinary action (revocation, suspension or probation) be taken. Licensees may then request a formal hearing before an administrative law judge. The judge submits a proposed order to the Board, which reviews it and issues a final order. If a licensee disagrees with the Board's final order, the contested decision may be appealed to the Oregon Court of Appeals and ultimately the Oregon Supreme Court. The Compliance Officers monitor licensees who are under Board orders to ensure that all conditions of probation are being met and that it is safe for them to practice. Compliance related data is entered into the GL Suite database.

The program also receives malpractice insurance claim forms from insurance carriers who are required by statute to inform the Board of the claim. The claims do not necessarily involve investigations. Claim information is entered into the GL Suite database.

Program Records

- | | | |
|------------|--|-------------|
| 013 | Annual Investigative Statistical Reports, 1974 -[ongoing] | 1 cf |
| | Retain permanently, transfer to State Archives after 30 years | |
| 014 | Compliance/Probationer Case Files | |
| | Retain 2 years after licensee deceased, destroy | |
| 015 | Contested Case Hearings Records | |
| | Retain 2 years after licensee deceased, destroy | |
| 016 | Court of Appeals Legal Case Files | |
| | Retain 10 years after case resolved, destroy | |
| 017 | Investigation Case Files – Cases closed with Violation, Letter of Concern or Systems Letter | |
| | a) Retain medical records 5 years after case closed, destroy | |
| | b) Retain all other records 2 years after licensee deceased, destroy | |

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- 018 Investigation Case Files – Closed with no Violation or No Apparent Violation**
a) Retain medical records 2 years after case closed, destroy
b) Retain all other records 2 years after licensee deceased, destroy
- 019 Investigative Committee Records**
a) Retain minutes 99 years, destroy
b) Retain audiotapes 5 years, destroy
c) Retain agenda books 2 years, destroy
- 020 Malpractice Insurance Claim Review Records**
Retain 2 years after licensee deceased, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

GL Suite