

Oregon Medical Board

Records Retention Schedule 2023-0002

Effective Date: April 2023

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Oregon State Archives

Records Retention Schedule

Edition: April 2023

Schedule Number: 2023-0002

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 wellbeing 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 fourteen 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

Oregon State Archives Records Retention Schedule

Edition: April 2023

Schedule Number: 2023-0002

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 Executive 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
Policy Development and Planning Records
Press Releases

Databases

None

Oregon State Archives

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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.

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 Payable Reports & Records

Accounts Receivable Reports & Records

Annual Financial Reports

Audit Reports

Budget Reports & Records

Legislatively Adopted Budget

Oregon State Treasury Reports

Payroll Records (OAR 166-300-0035)

Employee Payroll Records

Employee Time Records

Leave Application Records

OSPA Reports

Unemployment Claim Records

Personnel Records (OAR 166-300-0040)

Employee Benefits Records

Databases

OMB Business Process Database

Oregon State Archives

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

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 Records

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

OMB Business Process Database

Oregon State Archives

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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 Description and Reclassification Records
Recruitment and Selection Records

Databases

OMB Business Process Database
Workday

Oregon State Archives

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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 OMB Business Process 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 be taken. Licensees may then request a formal hearing before an administrative law judge (ALJ). The ALJ submits a proposed final order to the Board; the Board reviews the proposed order and issues a final order, which the licensee may appeal to the Oregon Court of Appeals and ultimately the Oregon Supreme Court.

The Board's Compliance Officer monitors licensees who are under Board orders to ensure that all conditions 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 OMB Business Process Database.

Program Records

- | | | |
|------------|--|-------------|
| 003 | Annual Investigative Statistical Reports, 1974 -[ongoing] | 1 cf |
| | Retain permanently, transfer to State Archives after 30 years | |
| 004 | Compliance/Probationer Case Files | |
| | Retain 25 years after case closed, destroy | |
| 005 | Contested Case Hearings Records | |
| | Retain 25 years after case closed, destroy | |
| 006 | Court of Appeals Legal Case Files | |
| | Retain 10 years after case resolved, destroy | |
| 007 | Investigation Case Files - Cases closed with Violation | |

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- a) Retain medical records 2 years after case closed, destroy
- b) Retain Notice of Proposed Disciplinary Action and any Board Order, Agreement, or other action 99 years, destroy
- c) Retain all other records 25 years after case closed, destroy

008 Investigation Case Files - Cases closed with no Violation

- a) Retain medical records 2 years after case closed, destroy
- b) Retain Letters of Concern and Systems Letters 25 years, destroy
- c) Retain all other records 25 years after case closed, destroy

009 Investigative Committee Records

- a) Retain minutes 99 years, destroy
- b) Retain audio recordings 1 year after transcribed, destroy
- c) Retain agenda books 10 years, destroy

010 Malpractice Insurance Claim Review Records

Retain 75 years after report received, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Correspondence

Databases

OMB Business Process Database

Oregon State Archives

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Agency: Oregon Medical Board

Program: Licensing

Program Description

The Oregon Medical Board grants licenses to Medical Doctors, Doctors of Osteopathic Medicine, Podiatric Physicians, 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 or, alternatively, the Medical 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/DPM/PAs), and the Committee on Acupuncture. All applications reviewed by the various committees are scheduled for review by the full Board, which makes the final determination on licensure.

The program also renews licenses for these providers. License renewal occurs every two years. The program maintains a listing of 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

011 Continuing Education Audit Records - Lists of Licensees Audited

Retain 6 years, destroy

012 Liability Cap Records

Retain 4 years, destroy

013 Licensee Application Files

a) Retain licensed or denied files 75 years, destroy

b) Retain withdrawn and expired applications 6 years, destroy

c) Retain documents submitted but not required for the application process 1 year, destroy

d) Retain credentialing documents received prior to application and no application received 1 year, destroy

014 License Renewal Applications

Oregon State Archives

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Retain 6 years, destroy

015 Licensee Directory [ended 2005]

Destroy

016 Licensure Statistical Summary Records

Retain 20 years, destroy

017 Limited License Applications

Retain 6 years after expired, destroy

018 Oregon Licensee Examination Results Score Rosters [ended 2005]

Destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Public Records Disclosure Request Records

State Boards and Commissions General Records Retention Schedule Records

Board and Commission Records (OAR 166-350-0010)

Appeal and Review Records

Board and Commission Meeting Minutes

Databases

OMB Business Process Database