

Medical Board Assessment Committee Consult

Preparing for the consult

The Medical Board meets weekly on a Thursday at 9am on at the HCCC's Level 13 Conference Room. On the Wednesday prior to the scheduled Medical Board consult, get files from Ruth and those located in the Sue's office in the file rack against the wall labelled "Awaiting notification to various Boards". (Boards are in alphabetical order) Enter the required information on an Excel document called "Doctor's Log". Go to <K:\BOARDS\Doctor's Log - 2006> and save the document relevant to the date of the meeting.

A total of 5 copies of relevant documents are required in the following order:

- 1) Assessment brief
- 2) IMA review (if applicable)
- 3) Original complaint
- 4) Response from provider (if applicable)
- 5) Completed "priors" sheet

Attach original purple sheet to one set of copies and place all 5 copies in trolley attached to the relevant file for Ruth to take to the meeting at 9 am on Thursday. Also – place Doctors Log (list of all complaints for the meeting) on top of trolley.

After the meeting Ruth will return the "Doctors Log" with decision added to a Clerical Support office to place in the lever arch file labelled "Doctors Log".

Green "Post Assessment Instruction Sheet"

When preparing copies for Consult meeting as above, write current date and your initials on the green "Post Assessment Instruction Sheet" in the column alongside "Organise for consult" section where Ruth has written the relevant board, e.g. Dental, Pharmacy, etc. This sheet will be filed later and is a record of when the complaint was consulted with the Board.

Notifications to Medical Board

Each time a new complaint arrives in the Assessment's Branch regarding a Doctor it is placed in a tray marked "Medical Board Notifications" on Nada's desk. The Medical Board is notified weekly of these new complaints.

A letter is sent to the Medical Board providing them with the HCCC file number, the Provider's name as well as the Complainant's. This document is located at K:\BOARDS\Notification _Consultation\2006\month 06\Medical Board Notification.

Save as the current date in current month and update with new information. After Ruth has signed, place copy in lever arch file on shelves "Notifications – Registration Boards" under "Medical Board" tab.
