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**BOARD OF LICENSURE IN MEDICINE**

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**DATE:** FEBRUARY 8, 2022  
**TO:** BOARD MEMBERS  
**CC:**  
**FROM:** TIMOTHY TERRANOVA  
**RE:** 2021 ANNUAL LICENSING REPORT

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2021 saw several major accomplishments in the licensing department. These included:

- Issuing COVID 19 Emergency License process
  - Staff continued to issue COVID 19 emergency licenses through June 2021. Although the application was simple for the applicants, it created a manual process for staff, where all data had to be manually entered and NPDB and PDC reports manually run. This was the most time and resource intensive project of the year.
- Extending license renewals during the declared emergency;
  - Per the Governor's executive order licenses that were not renewed during the declared emergency did not expire. In order to comply with that order, all licenses set to expire at the end of a month were extended for 60 days until the end of March 2021, when that part of the emergency ended. In addition, the renewal of an extended license was a manual process. Staff were required to go into the record and correct the expiration date.
- Implementing changes to Physician Assistant processes as required by statute and rule (technical changes completed 1/6/21)
  - Although the vast majority of this work was completed in 2020, it was implemented in January 2021. Staff spent a great deal of time educating physician assistants about the changes and making minor tweaks to the system.
- Licenses issued
  - As illustrated below, staff issued 200 more permanent licenses in 2021 than in 2020 and almost 300 more than in 2019.
- Archiving and File Clean-up

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- Thanks in large part to our Clubhouse staff, Nathan Fitts, a massive clean up of old files was undertaken. Nathan ensured old paper files were scanned and attached in the system before appropriately disposing of the paper files. He organized the paper filing system and has made it more manageable and useful. During this process Nathan often questioned why files were stored in certain ways and made suggestions to streamline the process. Nathan is still working on this project. In addition, staff sent a large batch of files to archives for microfilming (per our retention schedule). The microfilming is still not up to date and we will continue to work on this during the coming year.
- Reviewing the retention schedule
  - As part of the projects above, the retention scheduled was revisited to ensure appropriate compliance. This review allowed us to dispose of many paper files that had already scanned.
- Creating a policy for action on pending initial applications
  - Board staff drafted, and the Board approved a new policy, Processing, Pending And Voiding Initial Applications, that updated and consolidated several older policies.

### **Looking Forward**

The licensing staff accomplished a great deal in 2021 and is looking forward to continued progress in 2022. The goals include:

- Continuing the file clean-up and archiving process: and
- Continuing to work with FSMB on creating a better process for emergency situations

### **Licensing Staff**

Tracy and Elena have worked incredibly hard over the past two years. In addition to the additional workload created by COVID 19, this year had its own additional challenges, the most significant of which included:

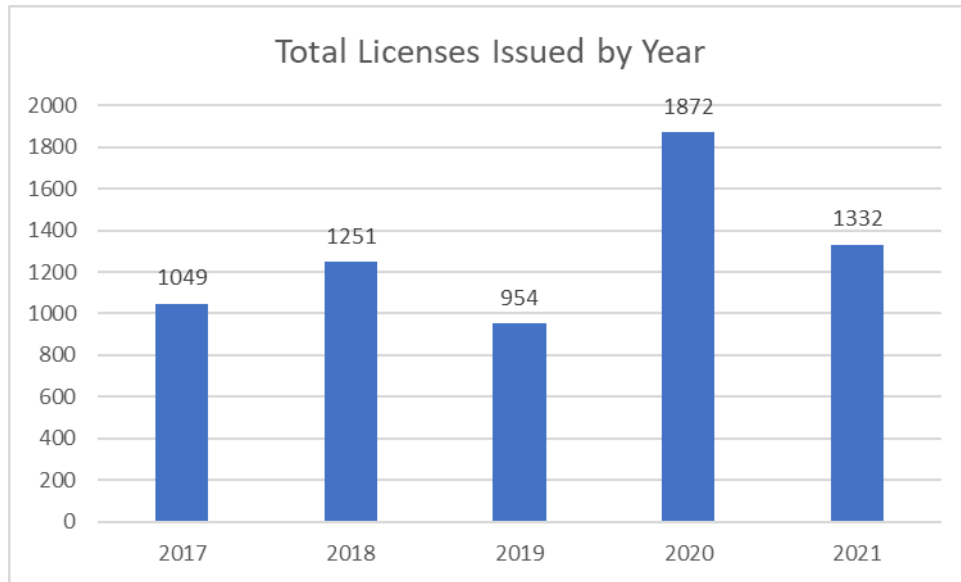
- A significant increase in the number of permanent applications. As of November 2021, FCVS indicated, “We have seen an increase in volume of 42% (242 more profiles) specifically for Maine.”;
- A 3 month leave for one of the two licensing specialists; and
- 6 weeks of reduced work capacity for another member of the licensing staff during the same three months.

It is my hope that 2022 is a year to reset and take a breath. As described above, there are no major projects planned, but staff will take stock of where we are, what we have accomplished, and what we can continue to improve.

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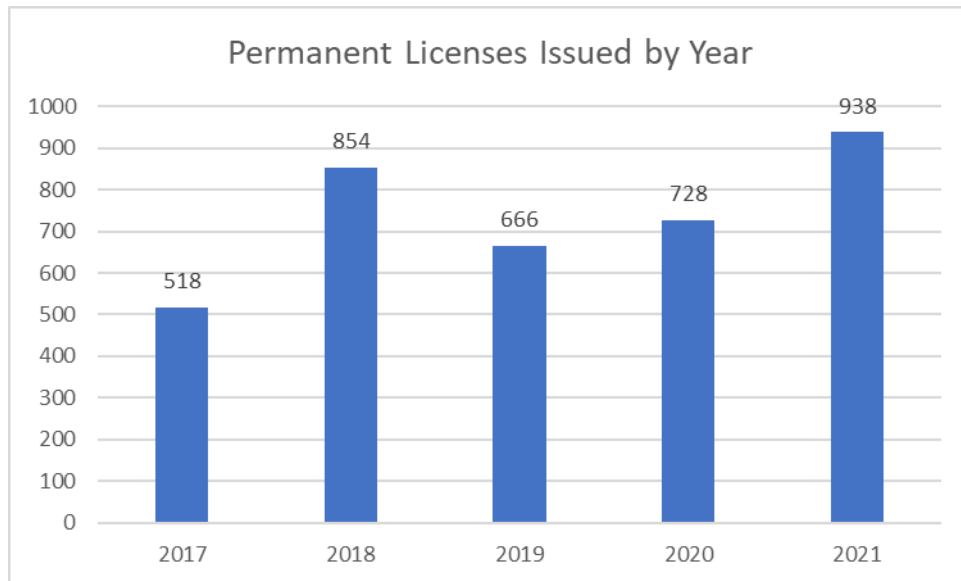
**Total Number of Licenses Issued**

A summary of licenses issued by year



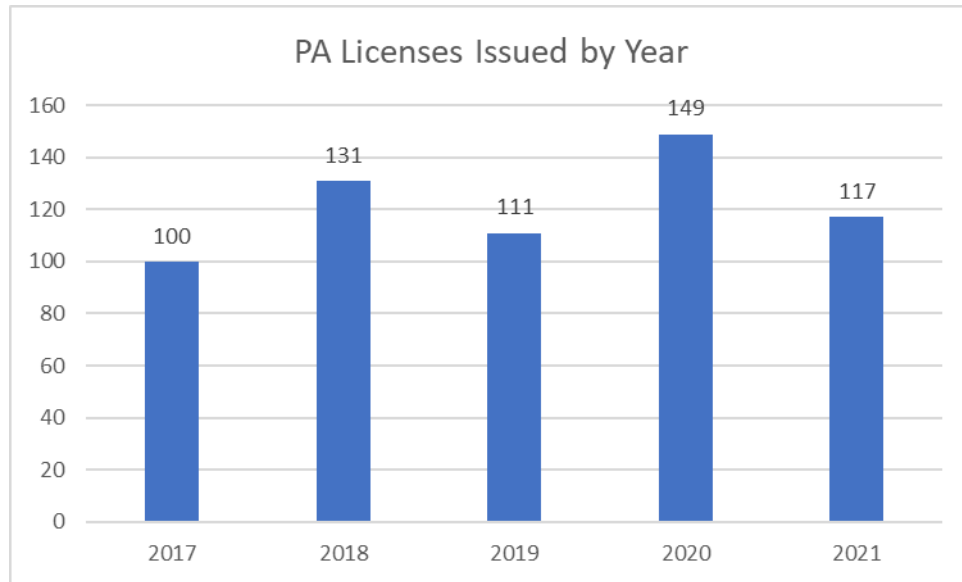
**Permanent Licenses Issued**

The total number of Permanent MD licenses issued each year (MD and initial MDA) are:



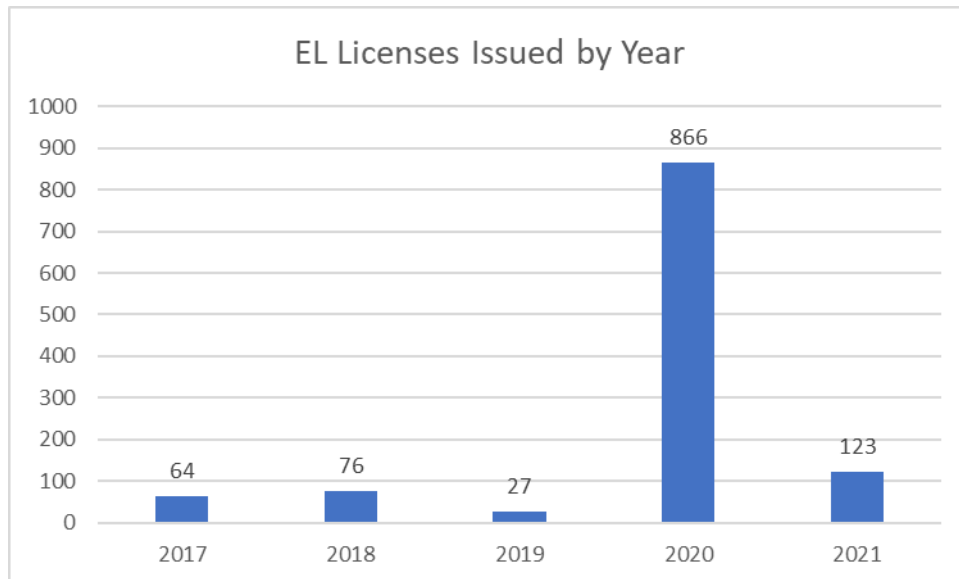
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The total number of PA licenses issued each year are:



**Emergency licenses**

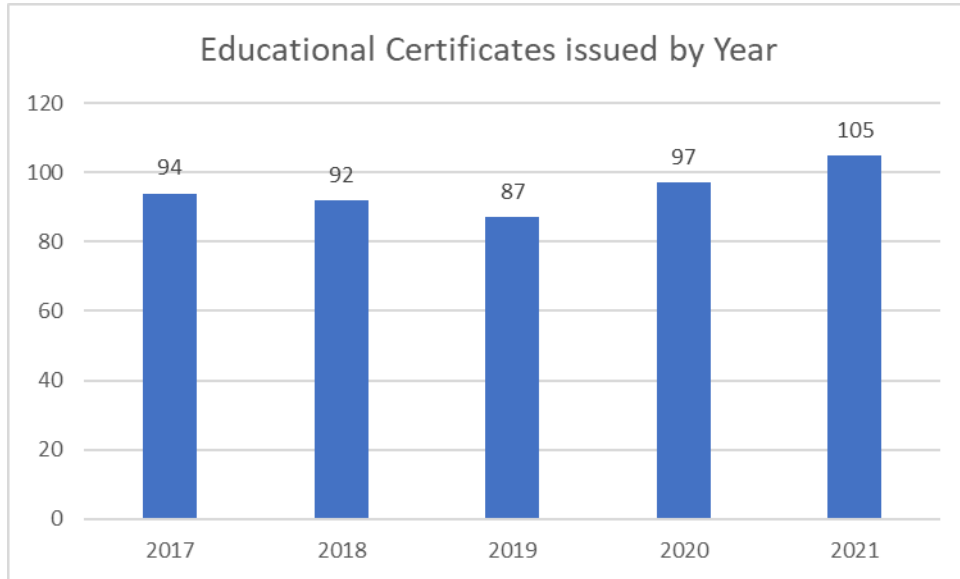
The number of emergency licenses decreased in 2019 as we continued to refine our processes for permanent licensure. This trend was completely reversed in 2020 with the creation of the COVID 19 emergency license. For the first time ever, more emergency licenses were issued than any other type of license. In 2021 COVID 19 emergency licenses continued to be issued through June and accounts for the majority of emergency licenses issued in 2021. We will need to wait and see if the previous downward trend continues in 2022. The numbers are:



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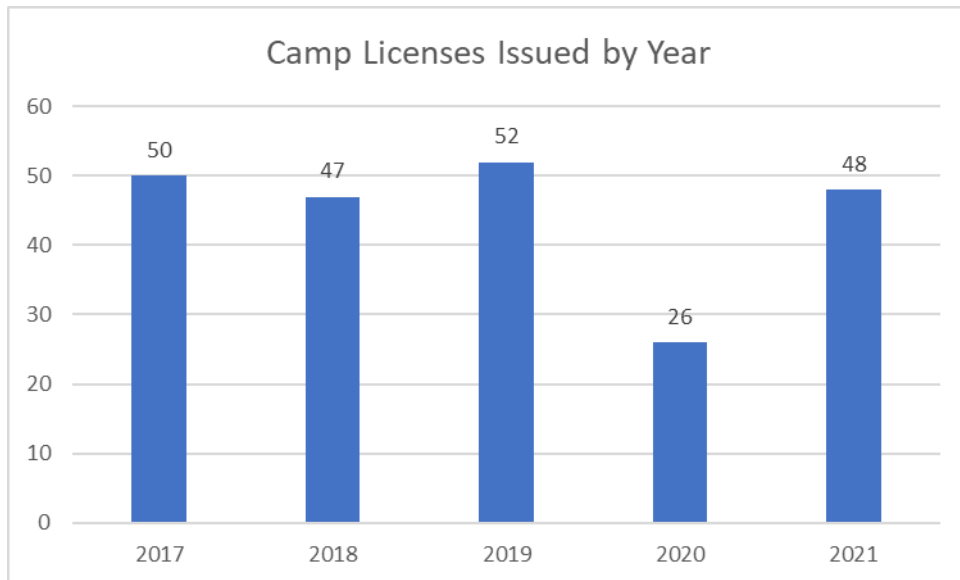
**Educational Certificates**

Educational Certificates have remained stable over the past 5 years. The numbers are:



**Camp License**

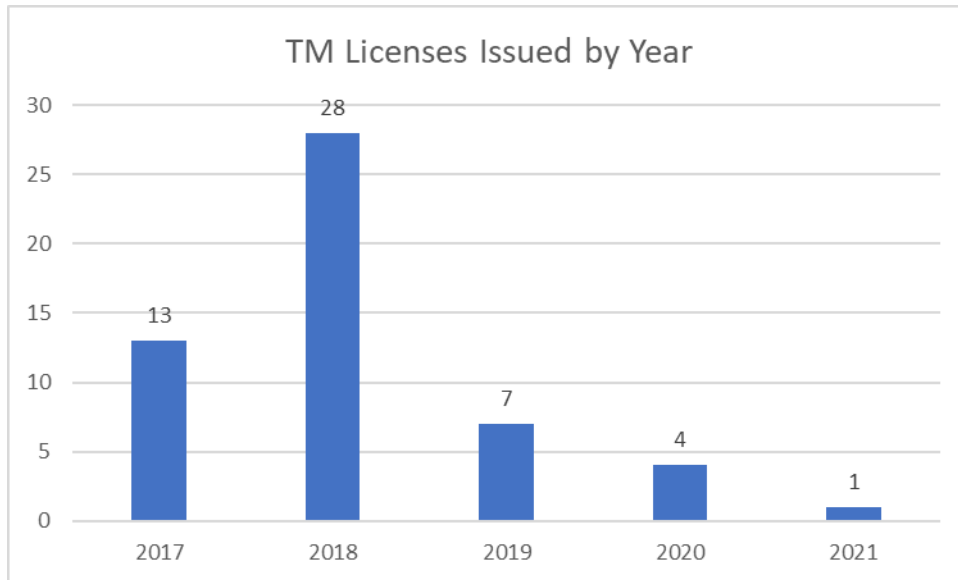
The number of Camp Licenses decreased in 2020 due to the pandemic and the delay or closure of many camps. They rebounded to normal levels in 2021. The numbers are:



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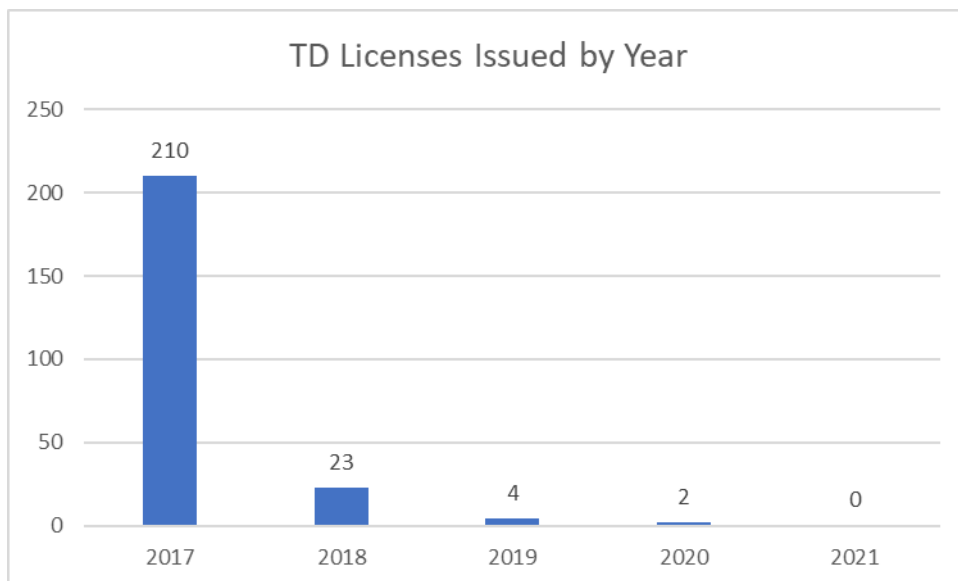
### Consultative Telemedicine

Staff continues to educate physicians who apply for this license about its limitations. Once educated the majority of physicians request a permanent license. This year, that education means 19 of the 20 applicants determined the Consultative Telemedicine license would not be appropriate for their practice. The total number of Consultative Telemedicine licenses issued each year are:



### Temporary License

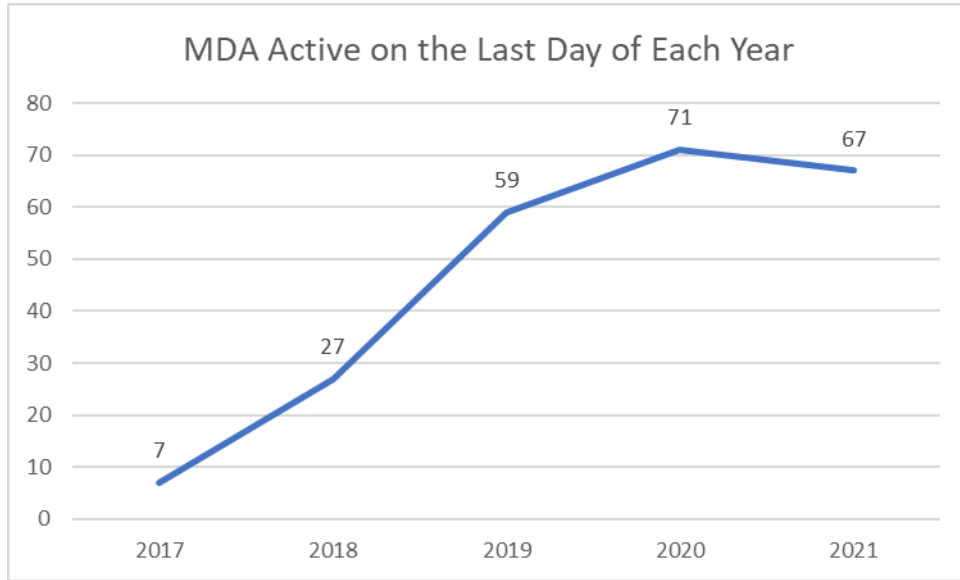
Temporary license applications have seen a steady decline and none were issued in 2021. The total number of Temporary licenses issued each year are:



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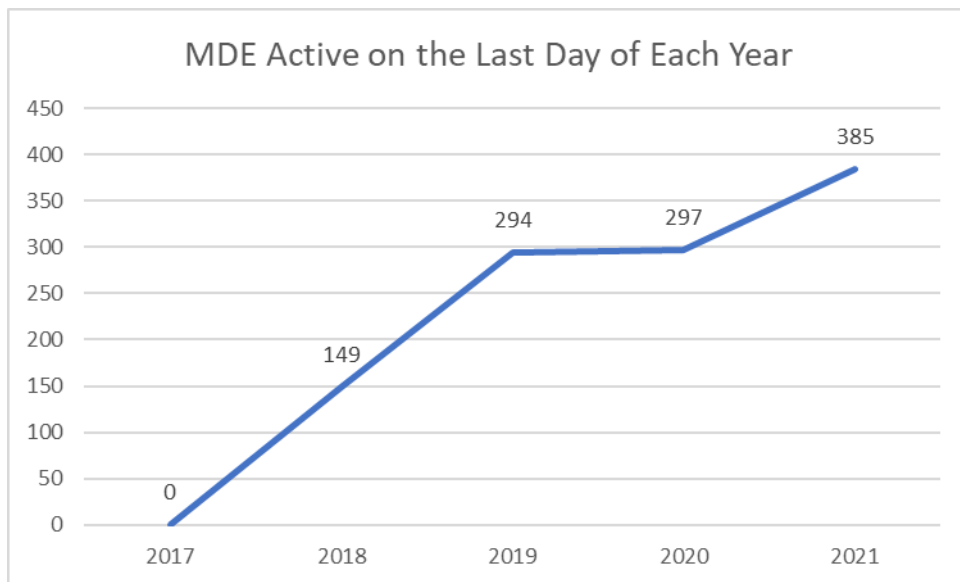
**Administrative License**

Administrative licenses can either be obtained through an initial license application or through conversion of an already active license. This means that the number issued do not equal the number active. For example, in 2021 5 new administrative licenses were issued, but there was a decrease of 4 active administrative licenses from the end of 2020. The total number of active Administrative licenses at the end of each year are:



**Emeritus License**

Starting in January 2018 the Board offered the Emeritus license to its licensees. This license type continues to be a popular option and accounted for approximately 5% of active MD licenses at the end of 2021. At the end of each year the following amount of Emeritus licenses were active.

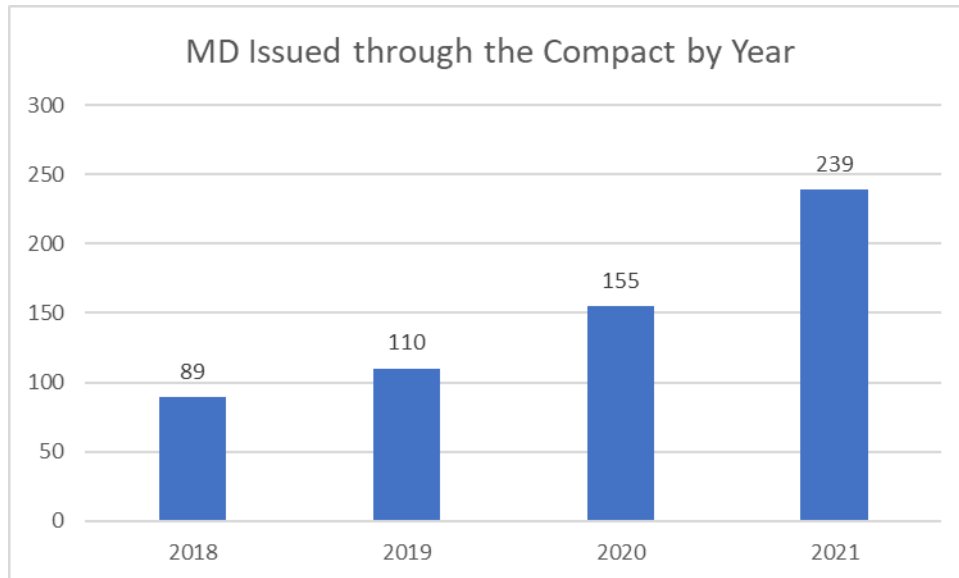


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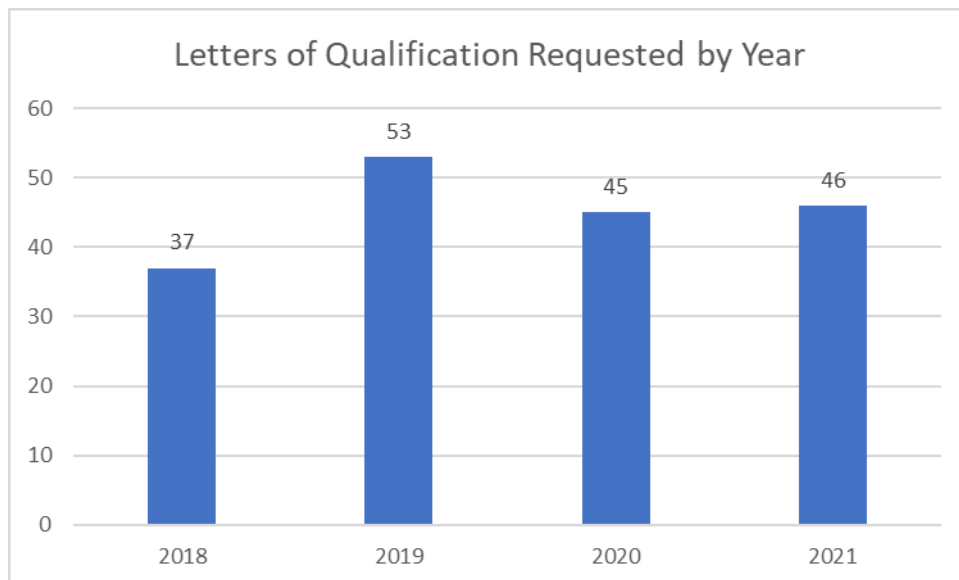
### Interstate Medical Licensure Compact

Use of the Compact continues to grow. Approximately 25% of permanent licenses issued in 2021 were issued through the compact process.

Licenses issued



Letters of Qualification

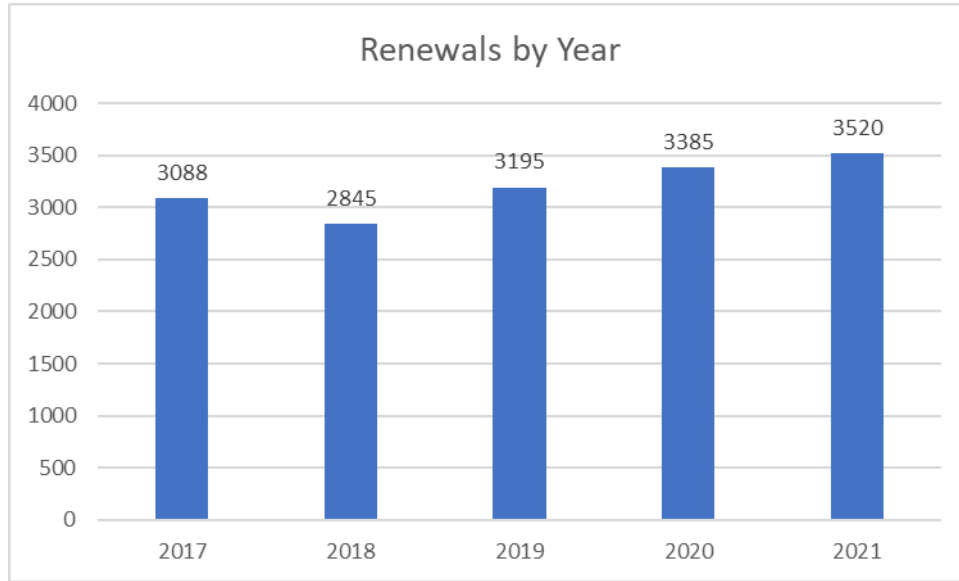


### Renewals

The total number of licenses renewed each year are:



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**Licensing Times**

The overall time to process a license application in 2021 increased from 49.56 days in 2020 to 60.09 days in 2021. If you factor out applications that are later abandoned, voided, or withdrawn the increase went from 47.13 days in 2020 to 57.35 days in 2021. When looking at these increases, three things should be kept in mind, (1) the increase in permanent applications and licenses issued; (2) the staff issues experienced in 2021; and (3) COVID Emergency licenses and licenses issued through the IMLC are **not** counted in this statistic. Because of the manual nature of the process for COVID and IMLC licenses, they do not have pending times for calculation. However, the vast majority of COVID and IMLCC licenses were issued within 2 business days.

A table by license type can be found below.

**Average Time to Licensure in Days**

License Type	2019 All	2020 All	2020 Excluding Void/Abandoned/Withdrawn	2021 All	2020 Excluding Void/Abandoned/Withdrawn
Youth Camp	61.73	61.61	61.81	51.51	50.07
Educational Certificate	60.49	74.91	72.64	84.17	84.94
Emergency	20.47	19.02	7.17	25.38	13.10
Permanent	46.48	48.24	45.36	61.68	58.14
Administrative	6	86.75	86.75	74.33	54.00
PA-Clinical	65.91	50.78	42.97	48.90	41.10
PA Non-Clinical	37.63	24.46	24.46		
Temporary	95	24	24		
Telemedicine	41.29	37.50	41.17	49.90	45.00
Temporary PA	77	39	39		
<b>Average</b>	<b>47.16</b>	<b>49.56</b>	<b>47.13</b>	<b>60.09</b>	<b>57.35</b>

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Licenses Issued by Type

