

Board Secretary Duties

POLICY: It is the policy of the Board of Licensure in Medicine to set forth the duties of the Board Secretary as follows:

- A. Physician Associate License Review and Approval: Upon request of Board staff, review applications for licensure, approve qualified applicants, and sign license certificates. The Secretary shall review all applications (initial/renewal/conversion) for licensure/registration with negative or questionable information. Following review, the Secretary may:
 - Approve the application
 - Require an applicant to submit additional information
 - Refer the application to the full Board
- B. The Board Secretary, in conjunction with any other Physician Associate member of the Board may approve collaborative agreements submitted by physician associates.
- C. Medical Malpractice Review: Upon request of Board staff, review a report of medical malpractice reports:
 - Within the past 10 years if:
 - i. There are 3 or more malpractice cases
 - ii. There are 1 or 2 malpractice cases with an aggregate total judgment of \$500,000 or more
 - iii. There are 1 or 2 malpractice cases with an aggregate total judgment of \$300,000 or more PLUS at least 1 pending malpractice case.
 - Involving death
 - Involving wrong site surgery
 - The Secretary may at her/his discretion seek an outside expert review of the medical malpractice case. The Secretary may request of the physician/physician associate whose malpractice claim is being reviewed the Prelitigation Screening Panel (see 24 M.R.S. § 2857 and § 2858 et. seq.) report, and if it is unanimous in favor of the physician/physician associate, the Board Secretary may file the malpractice claim without further review.
 - The Board Secretary may file the report or refer it to the Board for consideration.
- D. Omissions: Approve an application for licensure/registration/conversion (which the staff shall report at the next regular Board meeting), with an instruction to staff to issue a citation if authorized by rule and/or reminder letter for minor omissions in the application materials.
- E. Special Requests: Approve or deny requests for individual sponsorships of examinations.
- F. Waiver Requests: Approve or deny requests for waiver of step 3 requirements (3 times/7 years).
- G. Approve medical education requirement for applicants graduating from unaccredited medical school that have successfully passed a comprehensive examination determined by the Board to be substantially equivalent to the Visa Qualifying Examination (VQE), such as the LMCC, USMLE, FLEX examinations .
- H. Clinical Practice: Approve or refer requests for determination of clinical practice.

- I. Other: All duties as specified in Board rule.
- J. The Secretary may refer any assigned duty to the full Board for final decision as appropriate.

EFFECTIVE DATE: July 11, 2000

REVIEWED/REAFFIRMED: December 13, 2011

REVISION DATES: December 9, 2003; June 14, 2005; October 11, 2005; November 8, 2005; April 10, 2007; February 12, 2013, June 12, 2018; February 12, 2019; November 8, 2022; January 10, 2023; August 12, 2025

HISTORY: The December 9, 2003 revision adds # 2 above giving the Board Secretary the option of ordering an outside consult to review malpractice information.

The June 14, 2005 revision gives the Board Secretary the authority to request of the physician whose malpractice claim is being reviewed the opportunity to submit the report of the Prelitigation Screening Panel. This was done to save committee and Board review time by giving the Board Secretary the discretion to file the carrier report if the panel decision was unanimous in favor of the physician.

The October 11, 2005 revision amended A(6) above and gave the Board Secretary the authority to approve renewals of physician assistant and APRNs under medical delegation applications for schedule II prescribing privileges as long as the renewal application remain substantively the same as the original application.

The November 8, 2005 revision added number 7 above “Authorizing staff, after review and approval of reinstatement applications, to issue a reinstated license to an applicant, with a report of such action made at the next regular board meeting.”

The April 10, 2007 revision added the authority of approving initial requests for PA-C schedule II prescriptive privileges, and removed language regarding those duties now specified in Rule which make that portion of the policy obsolete.

The February, 2013 revision added documentation of mandatory Secretary review for carrier med mal reports over \$300,000 and/or including patient demise, a process which has been followed since at least 1994. These reports are received from the Maine Bureau of Insurance pursuant to 24 MRS §2605.

The June 2018 revision updated the malpractice information and added Omissions, Clinical Practice and Waiver Requests.

The February 12, 2019 revision made clarifications to the physician assistant license review and approval and medical malpractice review sections of the policy.

The November 8, 2022 revision authorizes the Secretary to determine that an applicant has met the medical education requirement for applicants graduating from unaccredited medical schools

who have passed a comprehensive examination determined by the Board to be substantially equivalent to the VQE, such as the LMCC, USMLE, and FLEX.

The January 10, 2023 revision changes the language from “questionable” to “negative and questionable” and outlines the options for the Board Secretary. The changes makes the policy consistent with Board Rule Chapter 1.

The August 12, 2025 revision changes the title physician assistant to physician associate to conform to the change in statute effective September 24, 2025.