

Board of Licensure in Medicine/Board of Osteopathic Licensure Workgroup
161 Capitol Street
Augusta, Maine 04333-0137
May 27, 2026
5:30 pm

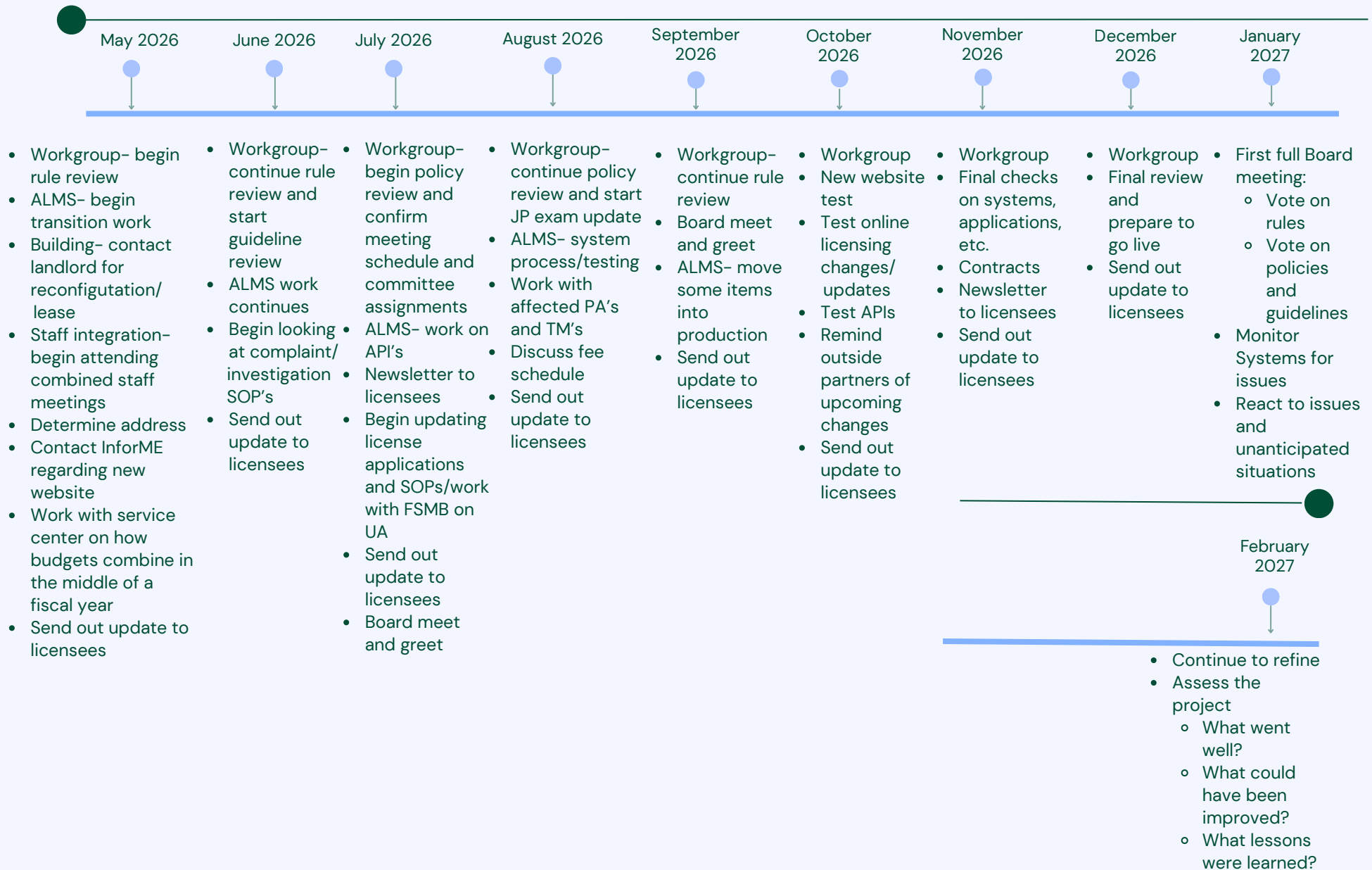
The May 27, 2026 meeting of the workgroup is being held with workgroup members participating virtually on Zoom. There will be an opportunity for the public to view the meeting at the Board's offices in Augusta. A link for the public to access the meeting virtually is included below and posted on the Board's website. **The Board encourages members of the public to attend the meeting virtually.**

Join Zoom Meeting <https://mainestate.zoom.us/j/85408098104>

Meeting ID: 854 0809 8104 **Passcode:** 45129954 or by phone (312) 626-6799 or 1 (646) 876-9923

-
- I. Role Call of Board Members
 - II. Review of Draft Timeline
 - III. Updates
 - A. Technical
 - i. ALMS Meeting
 - ii. InforME (website)
 - B. Administrative/Financial
 - i. Budget
 - ii. Retention
 - iii. Rules
 - IV. Review of Complaint Process
 - V. Review of Newsletter Name Proposals
 - VI. Review of Proposed Organizational Chart
 - VII. Next Steps
 - A. In person meeting June 16, 2026 @ 8:00 am
 - B. Is a workgroup meeting on June 24, 2026 needed?
 - VIII. Public Comment
 - IX. Adjourn

BOLIM & BOL Merger Timeline



Board of Medicine Complaint Process (2027)

1. Investigative Secretary receives a Complaint, enters into ALMS and a case number is assigned.
2. Medical Director and Board Staff review the Complaint within 24-48 hours of receipt to determine what additional information may need to be requested and/or subpoena such as PMP, imaging or patient logs.
3. Investigative Secretary sends Notice of Complaint (“NOC”) to Licensee via R-email.
4. Consumer Assistant Specialist sends Acknowledgement Letter to Complainant via email.
5. Investigative Secretary receives a Notice of Appearance (“NOA”) when a licensee is represented by an Attorney (if applicable).
6. Investigative Secretary acts on NOA by acknowledging receipt and providing applicable information requested via email.
7. Investigative Secretary receives the Licensee’s Response along with requested medical records and acknowledges receipt. Investigative Secretary copies Consumer Assistant Specialist on confirmation email to licensee.
8. Consumer Assistant Specialist sends Licensee’s Response to Complainant (if applicable).
9. Investigative Secretary will notify the Medical Director receipt of a Response and medical records (from licensee or from subpoena)
10. Medical Director prepares and bookmarks medical records for assembly in Board Book.
11. Consumer Assistant Specialist prepares a Complaint Cover Memo summarizing the complaint, response, rebuttal (if received), investigative information (i.e. Medical Director Records, Licensee Prior Disciplinary action(s), Licensee prior LOG or AD/Investigative file. Once the Complaint is ready for Committee presentation, a file is prepared including bookmarks for navigational ease and the complaint is added to the next scheduled agenda.
12. Complaint Coordinator assigns Case Reporter on Agenda.
13. Complaint Coordinator prepares Board Books for download.
14. Complaints are provided to Board Members 2 weeks prior to the scheduled Committee meeting via FileZilla for download.
15. Board Members are requested to review the attached agenda for assignments and recusals and notify both the Complaint Coordinator and Administrative Assistant immediately of any recusals.

16. On the Friday before a scheduled Committee meeting, licensees (or legal representation) and complainants are notified that their complaint will be reviewed at the next committee meeting.
17. Board members are requested to prepare and provide a Case Reporter Committee Motion (form provided) no later than end of day prior to the meeting. The Case Reporter Committee Motion is shared on the screen and via zoom during the meeting. *Note:* the Case Reporter Committee Motion is used by Consumer Assistant Specialist and Administrative Assistant to prepare dismissal language and Committee Minutes.
18. Committee Review and Outcome
 - a. **Dismiss**
 - b. **Further Investigate**
 - i. Letter of Guidance (“LOG”) (Medical Director and Legal Counsel (“AAG”) draft; Medical Director sends to Case Reporter for review via email. The draft LOG is presented to the Committee at the next meeting.
 - ii. Request more information from licensee Complaint Coordinator prepares Further Investigate Letter. Once the Licensee’s response is received the Progress Report is presented to the Committee at the next meeting.
 - iii. Evaluation Complaint Coordinator notifies Licensee including which one of the pre-approved facilities. Once the Licensee’s evaluation is received the Progress Report is presented to the Committee at the next meeting.
 - iv. Expert Review Complaint Coordinator selects a provider to conduct the review and prepares the files as soon as possible. Once the Expert Review is received the Progress Report is presented to the Committee at the next meeting.
 - v. Citation Investigative Secretary prepares the citation and sends to the licensee via email.
 - vi. Informal Conference is prepared by the Investigative Secretary/Complaint Coordinator and is scheduled at the next Committee meeting.
 - vii. Consent Agreement Offer prepared by the assigned AAG and sent to the licensee no later than 15 days after the meeting. Draft Consent Agreement is reviewed by Executive Director and Complaint Coordinator prior to being sent to Licensee. If a Licensee accepts a Consent Agreement, unless previously delegated for Committee Chair

signature, the Consent Agreement is presented to the Committee for review and acceptance at the next applicable committee meeting. Once a Consent Agreement is executed the case is closed and becomes part of the compliance monitoring process.

viii. Adjudicatory Hearing – assigned AAG prepares file for re-assignment to new AAG. Once a new AAG is assigned Board Staff works to schedule at the earliest possible meeting. *Note* the Adjudicatory Hearing would be scheduled before the other Committee.

19. Once the Further Investigate response is received the Complaint Coordinator prepares a Progress Report and will schedule for the applicable Committee's next meeting.
 - a. LOG files Complaint Coordinator prepares file with a cover memo and draft Letter of Guidance for review. The entire compliant file from the last review is uploaded separately in the event Board Members wish to re-review.
 - b. Further investigate licensee's response file Complaint Coordinator prepares file with all complaint materials from last review.
20. Complainants and Licensees are notified following the Committee Meeting of the outcome.

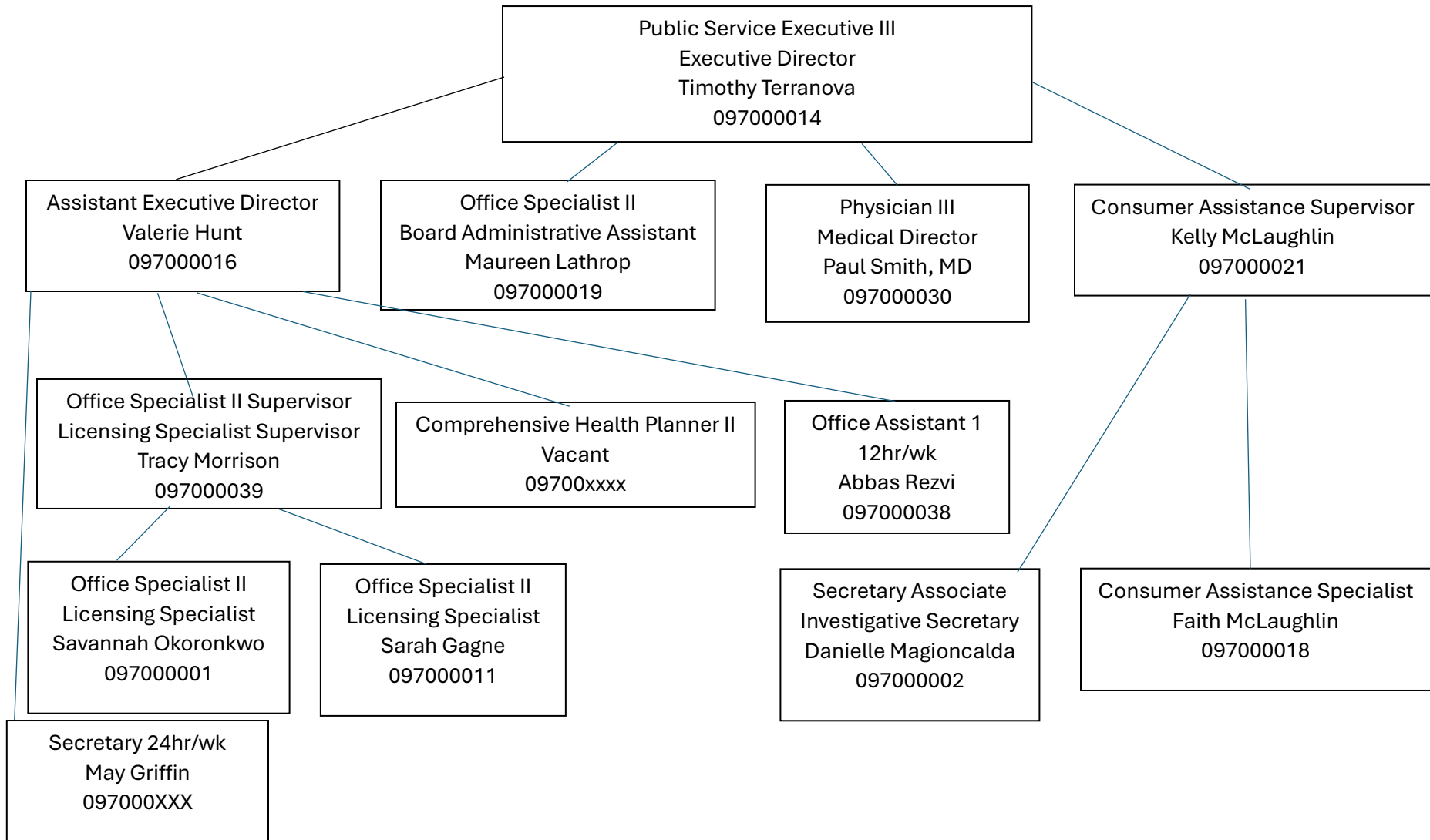
Board Staff prepares all correspondence within 3 to 5 business days unless otherwise noted.

Maine Board of Medicine

Noteworthy Newsletter Name Nominations

- *The Board Brief*
- *The Checkup*
- *Pulse & Policy*
- *The Clinical Chronicle*
- *MedBoard Matters*
- *On the Record*
- *Board Rounds*
- *The Consult*
- *Chart Notes*
- *The Grand Rounds Gazette*

BOLIM Organizational Chart



BOLIM Organizational Chart

