

**Georgia State Board of Podiatry Examiners
Board Meeting Minutes * April 24, 2009**

The Georgia State Board of Podiatry Examiners met on Friday, April 24, 2009 at the office of the Professional Licensing Boards, 237 Coliseum Drive, Macon, Georgia, for the purpose of conducting Board business.

Members Present:

- Dr. Sarvepalli D. Jokhai
- Dr. William B. Turner
- Dr. Richard Mistretta
- Mrs. Judith G. Sanders

Staff Present:

- Brig Zimmerman, Executive Director
- Graham Baron – Assistant Attorney General (via Conference Call)
- Amanda Allen – Board Support Specialist
- Yvonne LeSane – License Analyst
- Serena Gadson, Licensure Supervisor
- Dianne W. Patterson, Administrative Assistant

CALL TO ORDER- Dr. Jokhai established that a quorum was present, and he called the meeting to order at 1:01 p.m.

Announcements:

Mr. Zimmerman welcomed Dr. Mistretta to the Board. Dr. Mistretta entered into the Oath of Office, Board meeting commenced.

Correspondences:

Correspondence reviewed, discussed and a response provided:

- Lawrence Klein, CRNA,MS

Dr. Tuner motioned, Dr. Mistretta seconded, and the Board voted to allow the administrative staff to respond back to the correspondent as directed. None opposed, motion carried.

Minutes:

Dr. Tuner motioned, Ms. Sanders seconded, and the Board voted to approve the Minutes from the January 30, 2009 meeting as presented. None opposed, motion carried.

EXECUTIVE DIRECTOR'S REPORT

1. Mr. Zimmerman informed the Board that he is currently in the process of reviewing all the Board's rules for required revisions.

Board Examination Discussion:

Dr. Jokhai informed the Board that he would like to have the content of the Practical Examination audited for necessary revisions. Craig Fluck, Exam Analyst met with the Board to discuss the content of the exam. Mr. Zimmerman recommended that one Board member schedule a time to meet with Mr. Randy Vaughn, Division Director and Mr. Craig Fluck, Exam Analyst to review and revise the examination content.

Application for Licensure:

An employment history form will be added to the Application for Licensure. The form will illustrate how many years of employment experience the applicant has obtained starting from the date of graduation from medical school. Mr. Zimmerman stated he would draft the employment history form and present it to the Board at their next scheduled meeting.

Board Policy, Guidelines for the Request of Records to be Released

The Board reviewed and revised the policy regarding the request of patient records.

1. Guidelines for the Request of Records to be Released

- A. Request for records from another healthcare practitioner must be released within three (3) to five (5) working/business days.
- B. Upon receipt of a properly signed and executed release from the Patient, the podiatrist must release the patient records, original x-ray film, etc. to the patient or his/her designee within seven (7) business days. **A provider does not have to release a patient's records unless a signed written request has been received by the physician.**
- C. If the Board office receives a complaint against a podiatrist whereby the podiatrist will not release the records to a patient at the patient's **written** request, a letter from the Board will be sent via Certified Mail to the podiatrist informing them to release the records to the patient within ten (10) days of receipt of the certified letter from the Board. In addition, the podiatrist must submit proof to the Board within (10) days of receipt of the certified request, that the records have been mailed to the patient (via Certified Mail) to the Board within ten (10) days. The podiatrist must either submit to the Board proof of the mailing of the records, or respond to the Board as to why the records cannot, or will not, be mailed within ten (10) days of receipt of the certified letter from the Board.
- D. If the Board office has not received proof that the records have been released to the patient, or has not received a response from the podiatrist within fifteen (15) days of the date the request was mailed from the Board office, the podiatrist will be subject to the following disciplinary sanctions, which may include any or all of the following. A provider does not have to release records unless a signed written request has been received by the physician.
 - 1) Public Reprimand;
 - 2) Pay \$500.00 fine; (fine is at the discretion of the Board)

- 3) One (1) year probation; and/or
- 4) Six (6) additional hours of continuing medical education:
 - Five (5) hours of record keeping
 - 3 hours in risk management
 - 2 hours in law and rules
 - Successfully pass Ethics and Boundaries Examination.

E. A provider is not required by the Board to release the contents of a patients file, unless, he/she has received a written request directly from the patient.

Adopted on June 1, 2007, Revised April 24, 2009

Dr. Turner motioned, Dr. Mistretta seconded, and the Board voted to accept the above policy as revised. None opposed, motion carried.

EXECUTIVE SESSION

Ms. Sanders motioned; Dr. Turner seconded, and the Board voted to enter into Executive Session in accordance with O.C.G.A. § 43-1-2(k) (1) (2), O.C.G.A. § 50-14-2(1), O.C.G.A. § 43-1-2-(k) (4), O.C.G.A. § 43-1-19 (h) (2) & (4) to receive and review information pertaining to Applications, receive the Attorney General’s, Cognizant, and Enforcement Reports. Voting in favor of the motion were those present who included Board members: Jokhai, Turner, Mistretta, and Sanders.

APPLICATIONS:

Dr. Turner motioned, and Ms. Sanders seconded, and the Board voted to take the following action on licensure by Examination:

Clark, Janice Patrece	Approved to sit practical exam
Escalea, Candice Nicole	Approved to sit practical exam
Gowdie, Donovan Audley	Approved to sit practical exam
Haag, Cheryl A.	Approved to sit practical exam
Harrell, Francisca	Approved to sit practical exam
Somers, David M.	Approved to sit practical exam

RATIFY LIST OF APPROVED LICENSEES:

There were no licenses issued to practice as a podiatrist between Board meetings by the staff.

COGNIZANT REPORT:

Cases Closed:

- POD080004 and POD090017

Cases Pending the Receipt of Additional Information:

- POD080007, POD080012, POD080013, POD080014, POD090001, POD090002, POD090004, POD090009, POD090010, POD090011, POD090012, POD090013, POD090014, POD090015, and POD090016

Investigate Interview Scheduled:

- POD080005 and POD090013

Cases Referred to Cognizant for Review. Review will be presented to the Board during their next scheduled meeting)

- POD090003, POD090007, POD090008

Cases Referred to the Enforcement Division

- POD080009

Ms. Sanders moved, Dr. Mistretta seconded, and the Board voted to approve the Cognizant report as presented. None opposed, motion carried.

Enforcement Report:

POD090005- Pending, information obtained by the Enforcement Division must be reviewed by the Cognizant. Review will be presented to the Board during their next scheduled Board meeting.

Ms. Sanders motioned, Dr. Turner seconded, and the Board voted to allow the Cognizant to review the obtained information and present the findings to the Board during their next scheduled meeting. None opposed, motion carried.

BOARD ATTORNEY'S REPORT

Assistant Attorney General, Graham Barron provided the Board with a status report.

Ms. Sanders motioned, Dr. Mistretta seconded, and the Board voted to approve the Assistant Attorney General's report as presented during executive session. None opposed, motion carried.

ADJOURNMENT

There being no further business, a motion was made by Ms. Sanders motioned, Dr, Mistretta seconded, and the Board voted to adjourn the meeting at 4:35 p.m.

Minutes recorded by:

Amanda M. Allen, Board Secretary

Minutes reviewed and edited by:

Brig Zimmerman, Executive Director

Dr. Sarvepalli D. Jokhai, Chair

Brig Zimmerman, Executive Director

These minutes were signed and approved on _____.

