



Georgia State Board of Podiatry

Board Policies

1. Guidelines for Responding to a Request From a Patient for the Release of Patient Records

- a. Upon receipt of a properly signed and executed release from the Patient, the podiatrist must release the patient records, a copy of the original x-ray film, etc. to the patient or his/her designee within seven (7) business days.
- b. If the Board office receives a complaint against a podiatrist stating that the podiatrist will not release the records to a patient at a patient's request, a letter from the Board will be sent via Certified Mail to the podiatrist to release the records to the patient within ten (10) days of receipt of the certified letter; and the podiatrist must submit proof that the records have been mailed to the patient (via Certified Mail) to the Board within ten (10) days.
- c. 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:
 - 1) Public Reprimand;
 - 2) Pay \$500.00 fine;
 - 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.

Adopted on June 1, 2007
Amended on April 15, 2016



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2. Guidelines Regarding Notice of Intent to Dispense

It is the policy of the Board to allow staff to administratively submit written notification regarding receipt of a Podiatrist's intent to dispense drugs to the Georgia State Board of Pharmacy in accordance with BR 500-8-.01 and Georgia State Board of Pharmacy rule 480-28-.03 under the following conditions:

- a. the Podiatrist's license is active and in good standing;
- b. the Podiatrist has not been disciplined by this or any other licensing or regulatory board; and,
- c. the Podiatrist is not currently under investigation by the Board.

If the Podiatrist does not meet the criteria noted above, the letter of intent to become a dispensing podiatrist must be presented to the Board for consideration.

Adopted January 22, 2016



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3. Guidelines for Continuing Education Audit

- a. In accordance with O.C.G.A. § 43-35-15(b)(1)(A), as a requirement for the biennial renewal of his or her license, a podiatric physician must submit proof to the Board of the completion of not less than 50 hours of approved continuing education in the preceding two years.
- b. During the renewal period, the Board grants staff the administrative authority to conduct random audits of continuing education as follows:
 - 1) Select a percentage of licensees to audit for compliance at the time the license is renewed.
 - 2) Select a percentage of licensees to audit for compliance a minimum of thirty (30) days after the expiration date of the license
 - 3) Audit one hundred percent (100%) of all licensees that apply for the renewal of a license during the lapsed late renewal period.
- c. If a licensee is selected for continuing education audit, each licensee must submit continuing education records to meet the renewal requirements for that license renewal period as directed by staff.
- d. In the event a licensee fails to certify or submit adequate proof of completed CE hours, or if the CE documentation submitted is incorrect, false, or fraudulent, the Board Cognizant may initiate disciplinary action in accordance with Board Rule 500-5-.02.
- e. All actions initiated by the Cognizant may be ratified during the next scheduled meeting of the Board.

Proposed April 15, 2016