



MEDICAL BOARD OF CALIFORNIA Licensing Program



Agenda Item 5A

REVISION OF THE PHYSICIAN & SURGEON APPLICATION

For the last six weeks, the Application Revision Committee has been holding meetings almost on a weekly basis. Currently, they are reviewing the following "new" proposed application addendum forms:

- Fee Schedule
- Application Checklist (for applicant's use)

Several drafts of these forms have been reviewed and final edits are being completed. Upon review and approval by the committee, these forms will be forwarded to management for their edits and approval. After management approval, the forms will be forwarded for review by legal staff.

Additionally, committee staff has begun to research online physician applications for other states to gather ideas to assist in streamlining our application.

Next scheduled meeting is April 20, 2011.

Project Status Report
For the period: October 2010 thru July 2011

Project Information:

Project:	Application Revision
Sponsor:	Licensing Committee
Owner:	Curt Worden, Chief, Licensing Program
Manager:	Fayne Boyd, Manager 274-5983
Goals:	Revise application and instructions based on suggested recommendations and common errors made by applicants. Review MBC Web site "Applicants" tab which has not had a full review since 2000.
Objectives:	Provide clearer information to assist applicants in properly completing the application and decrease common errors. Update the MBC Web site to reflect changes made during the application revision to streamline the process.
Impl. Date:	July 2011
Status:	On Schedule

Project Accomplishments

- *Project Team Meeting 10/14/10* - Discussed process, suggestions, and areas of focus. Reviewed Forms L1A, L1B, and L2 Forms noting areas to be changed. Discussed creation of three new forms; Statement of Activities, Birth Month Licensure Request, and Applicant Address Change Request.
- Provide Update to Licensing Committee at November 2010 Board Meeting
- *Project Team Meeting 1/10/11* – Discussed previous meeting notes. Reviewed and edited Statement of Activities, Birth Month Licensure Request, and Applicant Address Change Request forms. Reviewed Forms L1C, L1D, and L1E noting areas to be changed.
- Provide Update and Project Status Report for January 2011 Board Meeting
- *Project Team Meeting 1/19/11; 2/2/11; 2/9/11*
- *Project Team Meeting 2/16/11* – Final drafts for birth month, address change and statement of professional activities forms discussed.
- *Project Team Meeting 3/2/11* – Discussed and reviewed first drafts of Fee Schedule and Applicant Checklist.
- *Project Team Meeting 3/23/11; 3/30/11; 4/6/11.*
- *Project Team Meeting 4/13/11* – Reviewed final drafts of Fee Schedule and Applicant Checklist. Assigned five Application Revision staff to research physician applications online for the 50 states to gather ideas to streamline our application.
- Provide Update and Project Status Report for May 2011 Board Meeting
- *Project Team Meeting Scheduled 4/20/11*
- *Project Team Meeting Scheduled 4/27/11*



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Agenda Item 5B

**UPDATE OF THE MEDICAL BOARD OF CALIFORNIA WEB SITE RELATED
TO PHYSICIAN AND SURGEON APPLICATION**

The MBC web site is being reviewed concurrently as the revision of the physician and surgeon application takes place. It will be updated accordingly so that it may provide applicants more information regarding eligibility for a California physician and surgeon license and clarifying information for completing the application process.



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Agenda Item 5C

STUDY OF POSTGRADUATE TRAINING AUTHORIZATION LETTER (PTAL) PROCESS

As part of the revision of the physician and surgeon application, the committee is studying whether a separate application should be created for applicants requesting a PTAL.

The committee continues to meet weekly regarding the revision of the application. As we delve further into the revision, the PTAL process will be reviewed to determine if a separate application is recommended.



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Agenda Item 5D

IMPLEMENTATION OF NEW MANAGEMENT REPORTS

The last of the Board's allied health programs which include Research Psychoanalysts, Registered Dispensing Opticians, Spectacle Lens and Contact Lens have now been automated using the "Access" program. Upon entering the data parameters required for the reporting period, the data is extracted into reports by the individual allied health program.



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Agenda Item 5E

**REVISION OF THE POLICY AND PROCEDURE
MANUAL**

There were no new updates to the Policy and Procedure Manual for this quarter due to staff priorities. This project is on hold until a new manager and associate analyst are in place.