



## Stipulations to Informal Disposition

### Procedure

#### Presentation:

1. The Reviewing Commission Member (RCM) or designee will present the Stipulation to Informal Disposition (STID) signed by Respondent for approval to a panel of the Commission in closed session. The STID typically will be presented to the same panel that ordered it, but the presentation can be made to a CMT panel or other panel as the circumstances require.
2. Commission staff will document the approval or disapproval of the STID.

#### Reporting and Notification:

1. Department of Health staff will report the STID to the National Practitioner Data Bank. Commission staff will report the STID to the Federation of State Medical Boards' Physician Data Center.
2. Commission staff will list the STID in the Commission newsletter. The STID is subject to public disclosure.
3. Commission staff will send a copy of the STID to the complainant.

#### Termination:

1. When the compliance officer determines that the Respondent has completed the terms and conditions of the STID, the compliance officer will notify the RCM and the assigned staff attorney. The compliance officer will send compliance materials for review to the RCM and the staff attorney.
2. The RCM or the staff attorney will present the matter to a panel of at least three Commission members. The termination of a STID cannot be delegated to the RCM or to Commission staff.
3. Only when the Commission terminates the STID, the compliance officer will send a letter to the Respondent stating that the STID is terminated.
4. The compliance officer will send a copy of the letter to the Adjudicative Service Unit. Department of Health staff will post the letter to the Department of Health Provider Credential Search web site.
5. Commission staff will report the termination to the Federation of State Medical Boards' Physician Data Center. Department of Health staff will report the termination to the National Practitioner Data Bank.

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