

State of Washington
Medical Quality Assurance Commission

Procedure

Title:	Compensation and Reimbursement for Commission Duties	MD2016-02
References:	RCW 43.03.265 , RCW 43.03.050 , RCW 43.03.060	
Contact:	Daidria Underwood, Program Manager	
Phone:	(360) 236-2727	E-mail: daidria.underwood@doh.wa.gov
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Approved By:	Michelle Terry, MD (signature on file)	

The Medical Quality Assurance Commission (Commission) will compensate its members for performing the duties of the Commission in accordance with [RCW 43.03.265](#) and will reimburse its members for travel expenses in accordance with [RCW 43.03.050](#) and [RCW 43.03.060](#).

Compensation

1. Under [RCW 43.03.265](#), the Commission will compensate its members a maximum amount of \$250 for performing the duties of the Commission for eight hours or more in a single day. The Commission will compensate its members at the prorated hourly rate of \$31.25 for performing the duties of the Commission for less than eight hours in a single day. The Commission will compensate its members for time spent:
 - a. Attending Commission meetings;
 - b. Traveling to and from official meetings;
 - c. Reviewing case files and preparing for case presentation;
 - d. Participating in telephone calls and telephone conferences;
 - e. Reviewing complaints for the case management team meetings
 - f. Reading the business meeting packet and the compliance packet;
 - g. Preparing for and participating in settlement conferences;
 - h. Participating on a hearing panel that does not occur at a regular Commission meeting;
 - i. Reviewing agreed orders, stipulations to informal disposition, final orders, and other legal documents;
 - j. Administrative and organizational duties requested by the Commission Chair and by members designated by the Chair.

2. Reading journals or articles, or conducting research that is not directly related to case reviews, are to be done on the Commission member's own time and will not be compensated.
3. Only Commission members appointed to specific regular and ad hoc committees will be compensated for attendance at those committee meetings.
4. A pro-tem member may be compensated only for time spent on duties stated in the appointment letter from the Commission's Executive Director.

Reimbursement

1. Under [RCW 43.03.050](#), expenses for lodging and meals will be compensated with a per diem rate in accordance with the Office of Financial Management (OFM) regulations.
2. Under [RCW 43.03.060](#), automobile mileage will be compensated at the rate set by the Director of OFM, pursuant to [RCW 43.03.060](#).
3. Other transportation costs will be compensated in accordance with OFM regulations. All airplane flights must be arranged through Commission staff.