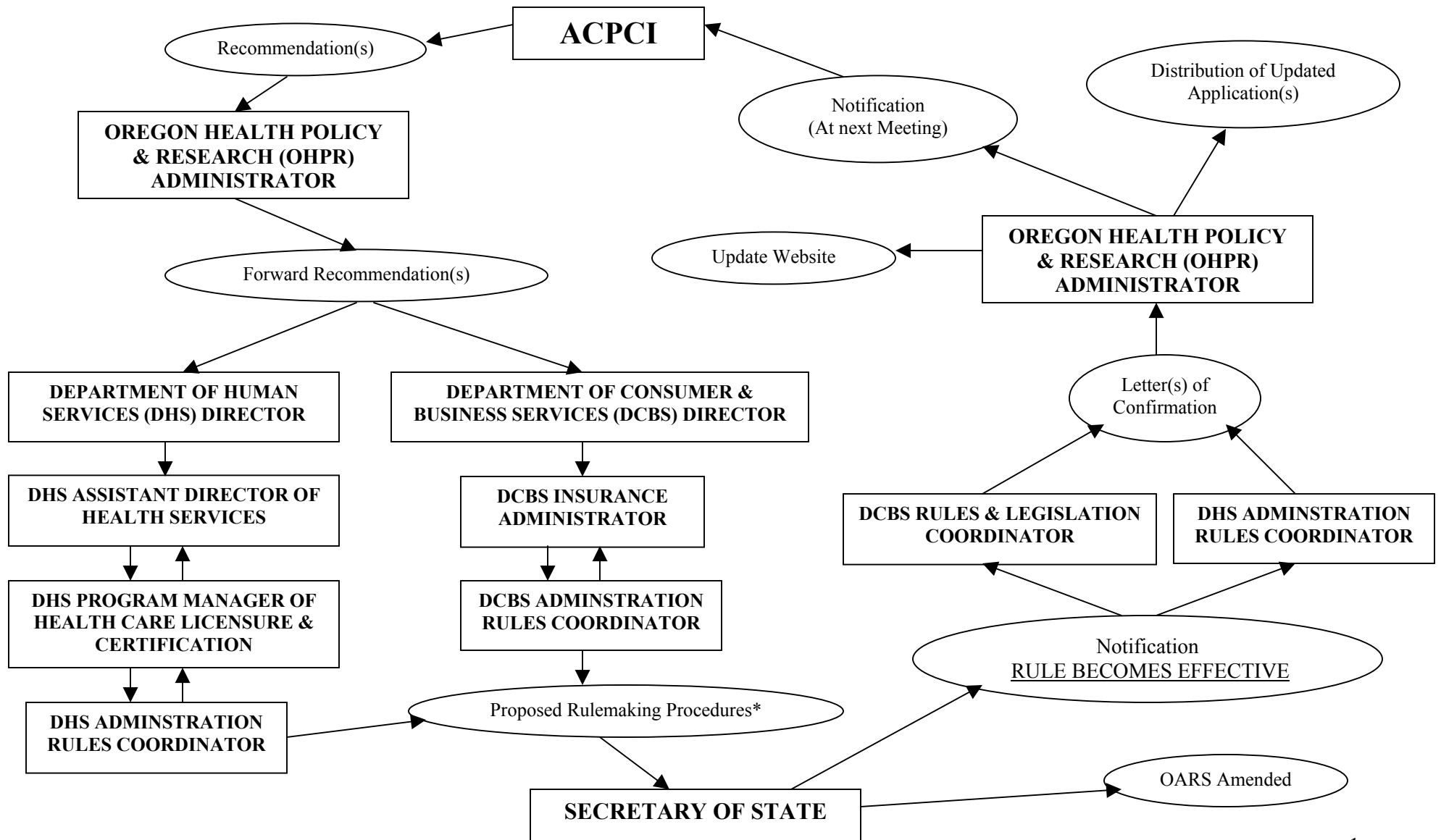


ADVISORY COMMITTEE FOR PHYSICIAN CREDENTIALING INFORMATION (ACPCI)

FLOWCHART FOR AMENDING THE OREGON PRACTITIONER CREDENTIALING/RE-CREDENTIALING APPLICATIONS

(Revised August 20, 2004)



ADVISORY COMMITTEE FOR PHYSICIAN CREDENTIALING INFORMATION (ACPCI)

FLOWCHART STEPS FOR AMENDING THE OREGON PRACTITIONER CREDENTIALING/RECREREDENTIALING APPLICATIONS (August 20, 2004)

1. ACPCI Meets to discuss/suggest any needed change(s) in the Oregon Practitioner Credentialing /Recredentialing Application.
2. ACPCI sends recommendation(s) to the Oregon Health Policy & Research (OHPR) Administrator.
3. OHPR Administrator reviews the recommendation(s) and forwards the recommendation(s) along with a letter to the Department of Consumer & Business Services (DCBS) Director and to the Department of Human Services (DHS) Director.
4. The Directors of DCBS and DHS share the recommendation(s) with pertinent Staff, including the Rules Coordinators.
5. The Staff of DCBS and DHS reviews the recommendation(s) and the Rules Coordinators processes the recommendation(s). Each agency adopts the recommended application forms according to the state's statutory rulemaking procedures. Under these procedures:.*
 - Each agency files a notice of rulemaking with the Secretary of State, which includes a statement of need, statutory authority, fiscal impact statement and other matters.
 - Each agency mails the notice of rulemaking all parties on the agency's rulemaking mailing list, to certain legislators as required by law and to other interested parties.
 - The Secretary of State publishes the notice of rulemaking in the subsequent Oregon Bulletin. (Note: an agency must file the notice by the 15th of a month (or the next preceding weekday if the 15th is not a business day) for the notice to be published in the next Oregon Bulletin, which is published on the first of each month.
 - The agency conducts a hearing if requested.
 - The agency considers any testimony received on the proposed rulemaking and adopts the rulemaking.
 - The agency files the adopted rule and a Certificate and Order of Adoption with the Secretary of State.
 - The rulemaking takes effect on the date specified by the agency in the Certificate and Order.
6. The DCBS & DHS Rules Coordinators receives notification from the Secretary of State, and in turn sends a letter of confirmation to the OHPR director.
7. OHPR Director notifies ACPCI of the adopted rule(s) and has OHPR Staff distribute the new application(s) and update the Website.

Please note: The full process takes approximately 60 to 90 days.