

## Glossary of Board and Licensee Actions

**Accept as Information (AAI):** No formal action is taken in the case, which is then closed and retained in the licensee's historical records with the Board. This action is confidential and most often is taken when the Board finds no violation of the Medical Practice Act.

**Annulment:** Retrospective and prospective cancellation of the licensee's authorization to practice.

**Consent Order:** An order of the Board stating an agreement between the Board and the licensee that resolves an enforcement before the Board. Consent Orders are a method for resolving a dispute without a formal hearing.

**Denial:** Decision denying an application for practice authorization or reconsideration of a Board action. It can be an **Administrative Denial** or a **Non-Administrative Denial**.

**Dismissal:** Board action dismissing a contested case.

**Fine:** A monetary penalty associated with a Board action.

**Impose conditions:** Actions the Board requires a licensee to take to address identified deficiencies or areas of concern. Examples: Ordering a licensee to complete continuing medical education (CME) hours is a condition; ordering a licensee to sign an agreement to be monitored for alcohol or substance use is a condition; so is requiring the licensee to pay a fine. Conditions may be imposed in a PUBLOC, but more often are part of the terms of a settlement agreement (see "Offer Consent Order") or final order issued following a hearing.

**Impose limitations on license:** A restriction placed on a licensee's practice. When practicing under a restriction, it is not lawful for the licensee to engage in the prohibited activity. Examples: restricting authority to prescribe controlled substances, prohibiting a licensee from treating male or female patients.

**Inactive Medical License:** To be "active," a medical license must be renewed annually. A licensee becomes "inactive" by 1) failing to renew, 2) upon request of the licensee that their license be made inactive, or 3) by surrender of the license. Inactivation is non-public. Surrender of a license is public. The holder of an inactive license may not practice medicine in North Carolina. A license that becomes inactive by any option listed above may be voluntary or involuntary. An example of voluntary inactivation is a licensee choosing option one, not to renew their license or option two, requesting that their license be made inactive, when they retire or do not intend to

practice in the state. The involuntary inactivation (non-public) or surrender (public) of a license is the licensee's relinquishment of the authorization to practice, most often in connect with or during the pendency of an investigation, either of their own volition or at the request of the Board. **No option listed above in which the license becomes inactive precludes the Board from bringing charges or pursuing other action against the licensee.**

**Interim Letter of Concern (ILOC):** A non-public, interim action which takes the form of a non-disciplinary letter wherein the Board notes areas of concern with a licensee's conduct or competence and may make specific suggestions for improvement.

**Investigate Further:** This action directs the Board's investigative and medical staff to obtain additional information about a case when Board Members feel they need to take a closer look at a licensee's behavior, their practice, or to review additional patient charts to assess the licensee's clinical competence more accurately.

**Invite for Investigative Interview (II):** This action initiates an "invitation" to meet with members of the Board for a confidential interview to discuss specific details of a case. An "II" allows Board Members to ask specific questions about the case to gain an understanding of the licensee's thoughts, motivations, and intentions. The way the licensee "presents" during the interview can influence how the Board decides to proceed in the case. Licensees are usually represented by an attorney when participating in an interview.

**North Carolina Professionals Health Program (NCPHP):** An independent organization that assesses and refers for treatment licensees who experience alcohol/substance use, abuse and disorders, mental health problems and other behavioral issues that affect their professional performance. NCPHP also provides monitoring services for licensees in recovery.

**Non-Disciplinary Consent Orders (NDCO):** A public regulatory action that is taken when the applicant or licensee has not engaged in conduct that warrants discipline but, nonetheless, circumstances exist that the Board wishes the public to be aware of. Example: License applicants that have a history of alcohol/substance use disorder are sometimes issued a license via a Non-Disciplinary Consent Order to advise North Carolinians of the history.

**Non-practice agreement (NPA):** An agreement between a licensee and the Board that states the licensee's agreement to cease the practice of medicine, either indefinitely or for a set period specified in the agreement. NPAs may be executed as a means of protecting the public pending investigation and resolution of a disciplinary case against the licensee. NPAs may be private or public. Private NPA's are non-binding agreements. Public NPA's are binding agreements between the Board and the licensee.

**Order for Examination:** Typically done as part of an investigation, an examination (sometimes also referred to as an assessment or evaluation) obtains specific information of interest to the Board.

Examples include:

- Order for NCPHP examination
- Order for competency examination
- Order for neuropsychiatric examination

**Private Letter of Concern (PLOC):** A non-public action which takes the form of a non-disciplinary letter wherein the Board notes areas of concern with a licensee's conduct or competence and may make specific suggestions for improvement.

**Probation:** Actions or requirements a licensee must complete and/or comply with as a condition of licensure and for a stipulated period.

**Public Letter of Concern (PubLOC):** A public, non-disciplinary letter expressing the Board's concern about a licensee's behavior or performance. Issued when the Board determines that disciplinary action is not warranted but the conduct should be known by the public.

**Reentry Agreement:** Arrangement between the Board and an applicant for licensure who has not had an active North Carolina license for two or more years. A reentry agreement permits the practitioner to resume active practice through a program approved by the Board to assure the practitioner's competence. Reentry agreements are an administrative action, not a disciplinary action.

**Reprimand:** A public, formal censure by the Board.

**Revocation:** Cancellation of authorization to practice. If a license is revoked, the practitioner may not seek reinstatement of his or her license for a period of at least two years.

**Stay:** Full or partial stopping or halting of a legal action, such as suspension, on certain stipulated grounds, e.g., "Medical license is indefinitely suspended, immediately stayed expect for a period of 30 days..."

**Summary Suspension:** Immediate suspension of authorization to practice prior to the initiation of further proceedings, which must be promptly commenced. (A summary suspension may only be ordered when the Board finds the public health, safety, or welfare requires emergency action.)

**Suspension:** Withdrawal of authorization to practice either indefinitely or for a stipulated period.

**Temporary/Dated License:** License to practice issued for a specific period, often accompanied by conditions contained in a Consent Order. A temporary/dated license may be issued as an element of an order of discipline or Consent Order or after the expiration of a previously issued temporary license.

**Voluntary Surrender:** The practitioner's relinquishment of authorization to practice. Licensees most often surrender pending or during an investigation, either of their own volition or at the request of the Board. Surrender does not preclude the Board from bringing charges or pursuing other public action against the licensee. (Not related to the "inactive" medical license noted above).

**Withdrawal of Application:** Voluntary action by an applicant for licensure to withdraw him or herself from consideration for licensure. In some instances, the reason for withdrawal is administrative (e.g., the applicant does not meet all requirements for licensure in North Carolina). In other situations, the Board may offer the option of withdrawal to an applicant who, should the application go forward, would likely be denied due to the existence of adverse history or other aggravating factors.