



Briefing Paper

Agenda Item 11

Date: May 16, 2024
Prepared for: OMBC Members
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Subject: Administrative Services Program Update

Purpose: Update on Administrative Services Program for Q3 - FY 2022-2023

Attachments: [1. Licensing Maintenance Stats Q1 Q2 Q3-Agenda Item 11 \(a\)](#)

Administrative Services Program

Administrative Services:

The administrative services duties include Fictitious Name Permits applications and renewals, name changes, address changes, license verifications, cashiering, and answering questions from our general osteopathic services email. As the Executive Director mentioned the Board has been working hard at transferring all these paper applications and renewals online, saving the Board lots of processing time and money. Since the last board meeting, we have designed online functionality and applications for license verifications, name changes and address changes, which are scheduled to be implemented in breeze April 17, 2024. We also designed an online Fictitious Name Permit (FNP) application that will allow credit card payment and a more convenient and streamlined application process. Additionally, we have redesigned the FNP renewal application that is already online but rarely used due to its design. We have improved that online application, so it is user friendly and we hope it will encourage more FNP holders to renew online.

Renewals and Compliance:

Physician and Surgeon renewal and compliance work is performed by two of our current Board staff that currently review every renewal for CME compliance and approve renewals. As reported before once the CME regulations are approved and implemented their focus will shift to auditing licensees that have self-certified compliance with license requirements.

For Administrative Services Program Stats: Please refer to:

- Agenda Item 11 (a) Licensing Maintenance Stats Q1 Q2 Q3

Action Requested: No Action Required