



SPECIFIC INSTRUCTIONS
(Refer to Corresponding Number on Reverse)

1. **NAME OF REPORTING ENTITY**

The persons in subparagraphs (a) and (b) of Section 805 of the Business and Professions Code are required to report. (Note: Both the Chief Executive Officer and Chief of the Medical Staff, where one exists are required to sign this report.)

- (a) The Chief of Staff of a Medical Staff or Professional Staff or other Chief Executive Officer, Medical Director or Administrator of any Peer Review Body:
 - (i) A Medical or Professional Staff of any health care facility or clinic licensed under Division 2 (commencing with Section 1200) of the Health and Safety Code or a facility certified to participate in the Federal Medicare program as an ambulatory surgery center.
 - (ii) A health care service plan registered under Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code or a nonprofit hospital service plan regulated under Chapter 11a (commencing with Section 11491) of Part 2 of Division 2 of the Insurance Code.
 - (iii) Any medical, psychological or podiatric professional society having as members at least 25 percent of the eligible Licentiatees in the area in which it functions (which must include at least one county), which is not organized for profit and which has been determined to be exempt from taxes pursuant to Section 23701 of the Revenue and Taxation Code.
 - (iv) A committee organized by an entity consisting of or employing more than 25 Licentiatees of the same class which functions for the purpose of reviewing the quantity of professional care provided by members or employees of that entity.
- (b) The Chief Executive Officer or Administrator of any licensed health care facility or clinic.

9. **TYPES OF ACTIONS/WHEN TO FILE**

- (a) A "medical disciplinary cause or reason" means that aspect of a Licentiate's competence or professional conduct, which is reasonably likely to be detrimental to patient safety or the delivery of patient care.
- (b) Actions described in 9(a), (b) and (c) shall be reported within fifteen (15) days after the effective date of the denial, termination, restriction, resignation, or leave of absence, or after the exhaustion of administrative procedures, without regard to any filing for review.
- (c) Actions described in 9(d) shall be reported within fifteen (15) days following the imposition of the summary suspension if the summary suspension remains in effect for a period in excess of fourteen (14) days.
- (d) When another peer review body is required to file an 805 report, a health care service plan or nonprofit hospital service plan is not required to file a separate report, with respect to an action attributable to the same medical disciplinary cause or reason.

GENERAL INSTRUCTIONS

A. **CONFIDENTIALITY**

This report is not a waiver of the confidentiality of medical records and committee reports. Only those persons specified in Section 800(c) of the Business and Professions Code except as required by Section 805.5 of the Business and Professions Code may view the contents of this report.

B. **COPY TO LICENTIAE**

A copy of the 805 report, with a cover letter informing the Licentiate of his or her right to submit additional statements or other information pursuant to Section 800(c) of the Business and Professions Code, must be sent by the reporting entity to the Licentiate.

C. **SUPPLEMENTAL REPORT**

A supplemental report must be made within thirty (30) days following the date the Licentiate is deemed to have satisfied any terms, conditions, or sanctions imposed as corrective action by the reporting entity.

D. **QUERY TO BOARD**

Prior to granting or renewing staff privileges, membership or employment for any Licentiate, any health facility described in (a) (I) above, or any health care service plan or medical care foundation, or the medical staff of any such institution must request a report from the appropriate Board to determine if any report has been made pursuant to Section 805 of the Business and Professions Code for any of the reasons described in No.9 on reverse side hereof. The request must include the name and California license number of the Licentiate. The Board will furnish a copy of the report to the requesting institution, except when (1) the foregoing actions were taken for incomplete medical records; (2) the Board has found the information reported is without merit; or (3) a period of three (3) years has elapsed since the report was submitted. In the event that the Board fails to advise the institution within thirty (30) working days following the request for a report, the institution may grant or renew the staff privileges, membership and/or employment. (Section 805.5 of the Business and Professions Code.)