

PRE-BID CONFERENCE
Thursday, February 27, 2020 @ 1:00 p.m.
Peer Review Services for the Maryland State Board of Physicians
MDH/OPASS #20-18646
eMMA #BPM018233

Points to Emphasize: Scope of Work

1. The Maryland Board of Physicians (the "Board") is an agency of the state with the authority to license physicians and other health care providers such as physician assistants, radiographers, and naturopathic doctors to practice in Maryland, and to discipline licensees who violate the Maryland Medical Practice Act.
 - a. The mission of the Board is to assure quality health care in Maryland, through the efficient licensure and effective discipline of health providers under its jurisdiction, by protecting and educating the clients/customers and stakeholders, and enforcing the Maryland Medical Practice Act.
2. *Purpose of this solicitation* - obtaining Physician, Physician Assistant, and other health professional Reviewers to determine whether the practitioners under investigation (Physicians, Physician Assistants, and certain other allied health practitioners) violated any provisions of the Maryland Medical Practice Act.
3. For information regarding the Board's complaint process, please refer to Appendix 2.
 - a. Once a case reaches "full investigation", a peer review may be required.
 - b. Main components for each review would be whether or not the practitioner met the standard of care and maintained adequate documentation. At its discretion, the Board may request reviewers to opine on other aspects of the case, such as unprofessional conduct.
 - c. The Board expects to employ the Contractor to conduct peer reviews in approximately 75 cases per year, comprising approximately 150 individual reports with multiple records. For physicians = 2 Reviewers/1 report each, other allied health providers = 1 Reviewer/1 report.
4. The Board will assemble the complaint, the response, and any investigative materials and medical records which it initially believes to be pertinent, prior to referring the case to the Contractor. The Board will deliver these materials to the Contractor on a CD or USB.
 - a. The case materials will be sequentially numbered and organized to facilitate a thorough and focused review and a detailed and complete report.
 - b. The Board will provide the Contractor a "heads-up" (normally via email) when referring case materials.

- c. A secured electronic portal, provided by the Contractor, where case materials can be uploaded and where peer Reviewer/experts are granted access to those records for the purpose of conducting the review is highly preferable, but not a requirement.
5. The Reviewers shall be Board-certified, must have five or more years post-residency, clinical experience in the practice of medicine, and be licensed and engaged in the practice of medicine in Maryland.
 - a. Unless otherwise stated by the Board, Reviewers will be of the same specialty as the Physician, allied health practitioner or Physician Assistant under investigation.
 - b. For example - an Internal Medicine physician practicing Pain Management, the Board will request the Reviewers be certified in Pain Management.
 - c. When a Reviewer is proposed to the Board, please ensure that the *Curriculum Vitae* of the Reviewer is available and current within one year of the completed review. The Contractor must ensure that the *Curriculum Vitae* of each Reviewer contain current contact information including a phone number and e-mail address.
 - d. Also, Reviewers may not be part of the same practice.
6. *Time is of the essence* - It is essential that the Board receive two Peer Review reports for each Physician and one Expert report for each allied health professional and Physician Assistant referral. Completed report(s) are due within 60 or 30 (expedited) days of the referral from the Board.
 - a. The report must be signed by each individual Reviewer and must accurately reflect the reasoning and opinions of each Reviewer. Referencing page numbers, articles, etc... to their opinions is very helpful.
 - b. If the Reviewers need any additional information from the Board, please contact the Contract Monitor as soon as possible.
 - c. Each Reviewer shall have no conflict of interest which would allow the objectivity of their opinions to be reasonably questioned. This should be attested to when signing their report.
 - d. Specific report requirements are listed in subsection 2.2.6.3, but it is important that the Reviewer reaches a definitive conclusion on whether or not the quality of medical care provided and/or any other provision of the Maryland Medical Practice Act was met.
7. In some of these cases, the same Reviewer will also be required to consult with an administrative prosecutor from the Office of the Attorney General in reviewing any possible charging documents and preparation for possible testimony at a confidential administrative proceeding. In some of these same cases, the same Reviewer will be required to testify as an expert witness to support his or her opinion at this confidential administrative hearing.