

## 446 – New Mexico Medical Board File Plan

This file plan was developed to be a guide for New Mexico Medical Board employees. This guidance document was created to ensure consistent records classification and to provide agencies with other relevant record information. The final disposition authority resides in the Functional Records Retention and Disposition Schedule (FRRDS), 1.21.2 NMAC.

This file plan only list records series of program's specific to the New Mexico Medical Board. For records series of a general administrative nature, refer to the General Administrative Records File Plan. For records of a financial nature, refer to the General Financial Records File Plan. For records of a personnel or medical nature, refer to the General Personnel/Medical Records File Plan.

### 446-001 PHYSICIANS LICENSING FILE:

**Division/unit:** Licensing and regulation of medical practitioners

**Maintenance system:** Chronological by calendar year, then alphabetical by physician surname

**Record series content:** Record concerns the licensing of physicians with the board of medical examiners. File may contain application for license to practice medicine for physicians, renewal application for licensure of physicians, authorization for release of information form, consent to release medical records concerning mental health or developmental disability form, certification of county medical society form, hospital affiliations form, verification of licensure form, request for physician profile data from the American medical association physician master file, FCVS application for credentials verification, FCVS affidavit and release form, FCVS authorization for release of information, documents and records form, NBME examination history release form, FCVS explanation of alternate name form, authorization for disclosure of medical record information form, FCVS explanation of alternate name form, social security number information, date of birth information, figure print card, picture of applicant, certificate verification of license in other states, verification of employment with hospitals, medical transcripts, letters of recommendation, copy of medical diploma, state board license verifications, exam scores, etc.

**Classification:**

(A) **License issued:** 1.21.2.668 NMAC, Professional Licenses – Historical

(B) **No license issued:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

**File closure:**

(A) **License issued:** Date of license issuance

(B) **No license issued:** Closing of calendar year in which file closed

**Confidentiality:** Portions of record may be confidential pursuant, but not limited to, Section 61-6-34 NMSA 1978 (i.e., actual and potential disciplinary action records), the Privacy Act, 5 USC 552 (i.e., social security number) and 42 USC 1320d (4) and 42 USC 1320d-6 (i.e., health information).

[New - 03/31/2021]

### 446-002 LICENSED PHYSICIAN ASSISTANTS FILE:

**Division/unit:** Licensing and regulation of medical practitioners

**Maintenance system:** Chronological by calendar year, then alphabetical by physician assistant surname

**Record series content:** Record concerns the licensing of physicians assistants with the NMMB. File may contain application for license, renewal application for licensure of physicians copy of diploma, certificates, verification of license in other states, exam scores, letters of recommendation, photograph of physician assistant, renewal forms, verification of employment, NMBE examination history release, NCCPA certification, etc.

**Classification:**

(A) **License issued:** 1.21.2.668 NMAC, Professional Licenses – Historical

(B) **No license issued:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

**File closure:**

- (A) **License issued:** Date of license issuance
- (B) **No license issued:** Closing of calendar year in which file closed

**Confidentiality:** Portions of record may be confidential pursuant, but not limited to, Section 61-6-34 NMSA 1978 (i.e., actual and potential disciplinary action records), the Privacy Act, 5 USC 552 (i.e., social security number) and 42 USC 1320d (4) and 42 USC 1320d-6 (i.e., health information).

[New - 03/31/2021]

**446-003 POST GRADUATE TRAINING LICENSE FILE:**

**Division/unit:** Licensing and regulation of medical practitioners

**Maintenance system:** Chronological by calendar year licensed, then-alphabetical by surname of medical intern or resident

**Record series content:** Record concerns the status of interns and residents who have attended medical school. File may contain application for internship or residency at a medical facility, approval for internship or residency, correspondence, etc.

**Classification:**

- (A) **Physician's license issued:** 1.21.2.668 NMAC, Professional Licenses - Historical
- (B) **No further license issued:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

**File closure:**

- (A) **Physician's license issued:** Date of license issuance
- (B) **No further license issued:** Expiration date of postgraduate training license

**Confidentiality:** portions of record may be confidential pursuant, but not limited to, Section 61-6-34 NMSA 1978 (i.e., actual and potential disciplinary action records), the Privacy Act, 5 USC 552 (i.e., social security number) and 42 USC 1320d (4) and 42 USC 1320d-6 (i.e., health information).

[New - 03/31/2021]

**446-004 COMPLAINT FILE:**

**Division/unit:** Licensing and regulation of medical practitioners

**Maintenance system:** Chronological by calendar year, then by sequential complaint number

**Record series content:** Record concerns complaints received by NMMB on medical practitioners and physicians assistants. File may contain NMMB complaint form (i.e., complaint number, nature of complaint, name of complainant, medical practitioner name, address, SSN, DOB, etc.), malpractice reports, medical records, correspondence, etc.

**Classification:**

- (A) **Action taken:** 1.21.2.657 NMAC, Discipline and Investigations - Historical
- (B) **No action taken:** 1.21.2.107 NMAC, Denied, Rejected or Withdrawn Records

**File closure:**

- (A) **Action taken:** Date of final action
- (B) **No action taken:** Date case closed

**Confidentiality:** Portions of record may be confidential pursuant, but not limited to, Section 61-6-34 NMSA 1978 (i.e., actual and potential disciplinary action records), the Privacy Act, 5 USC 552 (i.e., social security number) and 42 USC 1320d (4) and 42 USC 1320d-6 (i.e., health information).

[New - 03/31/2021]

**446-005 RENEWAL APPLICATION FOR LICENSURE OF PHYSICIANS AND PHYSICIAN ASSISTANTS FILE:**

**Division/unit:** Licensing and regulation of medical practitioners

**Maintenance system:** Chronological by calendar year, then alphabetical by physician or physician assistant surname

**Record series content:** Record of licensure renewal by physician or physician assistant. File may contain full name, renewal application (i.e., social security number, date of birth, license expiration date,

renewal date, address, telephone number, etc.), copy of certificate of medical continuing education (i.e., completion dates, names and address of former employers and dates of employment, etc.), NCCPA certification, etc.

**Classification:** 1.21.2.667 NMAC, Professional Licenses

**File closure:** Date of application

**Confidentiality:** Portions of record may be confidential pursuant, but not limited to, Section 61-6-34 NMSA 1978 (i.e., actual and potential disciplinary action records), the Privacy Act, 5 USC 552 (i.e., social security number) and 42 USC 1320d (4) and 42 USC 1320d-6 (i.e., health information).

[New - 03/31/2021]