

**MAINE MEDICAL CENTER
MEDICAL STAFF**

DEFINITIONS

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The captions or headings in these Bylaws and related manuals are for convenience only and are not intended to limit or define the scope or effect of any provision of these Bylaws and related manuals. Roberts Rules of Order will prevail unless otherwise specified.

The following definitions apply to the provisions of these Medical Staff Bylaws and related manuals. The definitions are presented in alphabetical order.

ABMS means the American Board of Medical Specialties.

ACGME means the Accreditation Council on Graduate Medical Education.

Allied Health Practitioner means, unless otherwise expressly provided, any podiatrist, clinical psychologist, licensed physician assistant, or registered nurse practitioner, who either: (a) is applying for appointment to the Allied Health Staff and for clinical privileges; or (b) currently holds appointment to the Allied Health Staff and has specific delineated clinical privileges.

AOA means the American Osteopathic Association.

Appellate Review Committee means the group designated under Article 6.4 of the Fair Hearing Plan to conduct an appellate review properly filed and pursued by a practitioner.

Approved Insurance Company means a company with a certificate of authority from the State of Maine Superintendent of Insurance to issue professional liability insurance within the State.

Approved Medical Specialty means any recognized medical specialty board or such future medical specialty board as may be recognized from time to time by the American Board of Medical Specialties and the Council on Medical Specialty Societies of the American Medical Association. Approved medical specialty shall also include any medical specialty board in the same specific specialty area as an ABMS board and recognized by the American Osteopathic Association, or any similar foreign specialty board that conducts comparable reviews of residency or fellowship training with examinations to achieve certification.

Authentication means to establish authorship by written signature, identifiable initials, or computer key.

Board of Trustees or ***Board*** means the Board of Trustees of the Maine Medical Center.

Chief or ***Department Chief*** means the individual appointed by the Board of Trustees in accordance with Article 8-4.2 with the responsibilities and duties described in Article 8-4.4.

Clinical Psychologist means an individual with a Ph.D. in psychology who is fully licensed to practice in the State of Maine.

Clinical Privileges or ***Privileges*** mean the permission granted by the Board, or Board authorized Agent in the case of temporary privileges, or the restriction of privileges to a

practitioner to provide those diagnostic, therapeutic, medical, dental, surgical, or consultative services as specifically delineated and granted to the applicant.

Closed Meetings means those meetings limited to voting members and those individuals invited to participate by the Chair.

Corrective Action means any of the actions described in Article 7-4.4 of the Medical Staff Bylaws.

Dentist means an individual with a D.D.S. degree or its equivalent, who is fully licensed to practice dentistry in Maine.

Department means a broad, general unit of the Staff as described in Article 8.3 of these Bylaws.

Division means a specialty or subspecialty unit of a Department as described in Article 8.4 of these Bylaws.

Executive Committee means the committee described under Article 9.8 of these Bylaws.

Ex Officio means service as a member of a body by virtue of office or position held, and unless otherwise specified, means without vote.

General Medical Staff Meetings means any of the following interactive mechanisms for communication of information to the attending medical staff: face to face, interactive mailings, and/or electronic interactive meetings.

Hearing Committee means the committee authorized by Article 3.3 of the Fair Hearing Plan to conduct an evidentiary hearing properly filed and pursued by a practitioner.

House Staff means all persons enrolled in the post-graduate education programs, including residencies and fellowships, at the Maine Medical Center.

Information means records of proceedings, minutes, records, reports, memoranda, statements, recommendations, data and other disclosures whether written or oral relating to any of the subject matter herein specified.

Invasive Procedure means a procedure involving puncture or incision of the skin, or insertion of an instrument or foreign material into the body, including, but not limited to, percutaneous aspirations, biopsies, cardiac and vascular catheterizations, endoscopies, angioplasties, and implantations, and excluding venipuncture and intravenous therapy.

Locum Tenens means a practitioner assuming the practice of a medical staff member for a specified period of time.

Medical Center means the Maine Medical Center, Portland, Maine.

Medical Staff means all physicians and dentists who are privileged to attend patients at the Maine Medical Center.

Medical Staff Bylaws and related manuals means the following documents as appropriate to the context:

- Bylaws of the Medical Staff
- Medical Staff Credentialing Procedures Manual
- Medical Staff Fair Hearing Plan
- Medical Staff Organization Manual
- General Rules and Regulations of the Medical Staff
- Allied Health Practitioners Manual

Medical Staff Leaders means the elected officers of the medical staff, the Chiefs of the clinical Departments and the Division Directors.

Medical Staff Member or **Staff** mean all practitioners, as that term has been defined previously, who are appointed by the Board in accordance with Article 3 of these Bylaws and who by virtue of such appointment have certain titles, rights, privileges, prerogative or duties as provided there under.

Medical Staff Member in good standing or **Member in good standing** means a practitioner who has been appointed to the Medical Staff whose privileges or prerogatives have not been terminated or suspended in full or in part.

Medical Staff Office or **Medical Administration** means the Office of Medical Affairs.

Medical Staff Year means the 12-month period commencing on January 1 of each year and ending on December 31.

Physician means an individual with an D.O. or M.D. degree who is fully licensed to practice medicine in Maine.

Podiatrist means individual with a D.P.M. degree who is fully licensed to practice podiatry in Maine.

Practitioner means, unless otherwise expressly provided, any physician, or dentist, who either: (a) is applying for appointment to the Medical Staff and for clinical privileges; or (b) currently holds appointment to the Medical Staff and has specific delineated clinical privileges; or (c) is applying for or is exercising temporary privileges pursuant to Section 5.7 of these Bylaws.

Practitioner means a Medical Staff member or Allied Health Professional.

Prerogative means a participatory right granted by virtue of Staff category or otherwise to a Staff appointee and exercisable subject to the ultimate authority of the Board and to the

conditions and limitations imposed in the Medical Staff Bylaws and related manuals and in other policies and rules of the Medical Center or professional staff.

President of the Medical Center means the individual appointed by the Board to act in its behalf in the overall management of the Maine Medical Center. The President may, consistent with his responsibilities under the Bylaws of the Corporation, designate a representative to perform responsibilities of the office under these Medical Staff Bylaws and related manuals.

Representative means the Board of Trustees, the President of the Medical Center, the Vice President for Medical Affairs, the President of the Medical Staff, the Chiefs of the Departments, the Executive Committee, and the Credentials Committee, or their authorized designee to gather or disseminate information pursuant to these Bylaws.

Quorum means representation by a minimum of three persons authorized to vote unless otherwise defined.

Special Notice means written notification sent by certified mail, return receipt requested, or by personal delivery service with signed acknowledgment of receipt.

Third Parties means both individuals and organizations providing information to any representative.

Vice President for Medical Affairs (VPMA) means the individual who conducts and oversees the affairs of the Medical Staff.

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