

Filed June 3, 1975
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STATE OF WISCONSIN)
MEDICAL EXAMINING BOARD)

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TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETINGS:

I, Deanna Zychowski, Executive Secretary of the Wisconsin Medical Examining Board and custodian of the official records of said board, do hereby certify that the annexed rules and regulations relating to procedures for investigation and hearing were duly approved and adopted by this board on March 19, 1975.

I further certify that said copy has been compared by me with the original on file in this board and the same is a true copy thereof, and of the whole of such original.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of the department at the Capitol in the city of Madison, this 2nd day of June, A.D., 1975.


Deanna Zychowski, Executive Secretary

ORDER OF THE MEDICAL EXAMINING BOARD

ADOPTING RULES

Pursuant to authority vested in the Medical Examining Board by Section 448, Wis. Stats., the board hereby creates Chapter Med 17 attached herto.

The rules contained herein shall take effect as provided in Section 227.026 Wis. Stats.


Deanna Zychowski, Executive Secretary

WISCONSIN ADMINISTRATIVE CODE

RULES OF
MEDICAL EXAMINING BOARD

PROCEDURES FOR INVESTIGATION AND HEARING

CHAPTER MED 17

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Med 17.01 Authority and Purpose. The rules in this chapter are adopted by the Medical Examining Board pursuant to the authority delegated by sections 15.08(5) and 227.08, Wis. Stats., and govern the investigation and hearing procedures of the Medical Examining Board relating to alleged violations of chap. 448, Wis. Stats., and of the Wisconsin Administrative Code Section Med.

Med 17.02 Definitions. For the purposes of these rules:

- (1) "Board" means the medical examining board.
- (2) "Licensee" means a person who holds any license, permit, certificate, or registration issued by the board.
- (3) "Person prosecuting the complaint" means the attorney or agent of the board who presents evidence supporting the charges in a complaint against a respondent.
- (4) "Respondent" means the licensee served with a complaint under these rules.

Med 17.03 Investigation and Institution of Proceedings. Upon receipt by the secretary of the board of information alleging unprofessional conduct on the part of a licensee, the secretary shall cause an investigation of such alleged unprofessional conduct to be made by an agent of the board to ascertain the probable facts of the matter. In making such investigation, the full authority of the board as set out in section 15.08(5), Wis. Stats., may be exercised by such agents. Such investigation shall be under the general supervision of the secretary or another member of the board designated for that purpose, who shall not then participate in the adjudicatory functions of the board in regard to that matter. On the basis of such investigation the secretary or other desig-

nated member of the board shall file and serve complaint and notice of hearing whenever he finds probable cause therefor.

Med 17.04 Complaint. Complaint shall be in written form, and separate allegations shall be stated in separate paragraphs and numbered consecutively. The complaint shall be set forth with particularity as to time, place, and factual circumstances. The complaint shall also include the statute or rule alleged to have been violated.

Med 17.05 Notice of Hearing. Notice of hearing shall specify the time and place of hearing and the time for filing an answer.

Med 17.06 Service of Complaint and Notice of Hearing. The complaint and notice of hearing may be served as prescribed in section 262.06, Wis. Stats., or may be served by certified mail addressed to the respondent at his last known office address as it appears in the files of the board. The complaint and notice of hearing shall be served simultaneously. Service is complete upon mailing. Service may be proved by affidavit.

Med 17.07 Filings. All communications and papers to be filed shall be directed to the board at its office.

Med 17.08 Answer. The answer to a complaint shall be in written form and shall be verified by the respondent. Allegations charged in the complaint but not admitted in the answer shall be construed as denied by the respondent. The time for making answer to the complaint shall be as specified in the notice of hearing, but not less than twenty days after service of the complaint and notice of hearing.

Med 17.09 Hearings.

(1)(a) Upon issuing complaint and notice of hearing, the board shall designate a hearing examiner to preside over the matter who may be an individual from its staff or borrowed from another agency pursuant to chap. 16, Wis. Stats. The hearing examiner shall be an attorney admitted to practice law in this state.

(b) The board may direct the examiner presiding at the hearing to prepare proposed findings of fact, conclusions of law, order and opinion in a form that may be adopted by the board as the final decision in the case. The board, however, is not required to accept the findings of fact, conclusions of law and order of the presiding examiner.

(2) All proceedings at hearings shall be taken down by a reporter, unless otherwise stipulated, and any transcript thereof, together with all exhibits, shall be a part of the official record of such hearing.

(3) The person prosecuting the complaint and the respondent shall have the right to appear at such hearing in person or by counsel, to call, examine, and cross-examine witnesses and to introduce into the record documentary or other evidence. The board shall not be bound by common law or statutory rules of evidence except as set forth in chap. 905, Wis Stats., but the Wisconsin

rules of evidence may be used as guidelines in the proceedings. The board shall admit all testimony having reasonable probative value, but shall exclude immaterial, irrelevant, or unduly repetitious testimony. Objections to evidentiary offers, and offers of proof of evidence that are not admitted, may be made and shall be noted in the record.

(4) The examiner presiding at the hearing may provide for the service and filing of briefs.

(5) All motions, except those made at the hearing, shall be filed in writing with the board and a copy served upon the person prosecuting the complaint, or the respondent.

(6) The examiner presiding at the hearing may grant continuances and adjournments.

(7) The examiner may at any state of a proceeding direct or permit the amendment or correction of any process, pleading, or other defect in the proceedings, on such terms as may be fair and just.

Med 17.10 Discovery. The parties shall have the right, prior to the date set for hearing, to take depositions and preserve evidence as provided by chap. 887, Wis. Stats., for the purposes set forth therein, and to make demands to admit documents or facts as provided by section 889.22, Wis. Stats.

Med 17.11 Subpoenas. Subpoenas shall be furnished by the board on request of the parties and shall be issued as provided in section 885.01, Wis. Stats., and shall be served and fees paid as provided in sections 885.03, 885.05, and 885.06, Wis. Stats.

Med 17.12 Pre-hearing Conference. The examiner, at any time prior to the commencement of a hearing, may require the parties or their counsel to appear at a pre-hearing conference for the simplification of issues or consideration of other matters which expedite or aid in the disposition of the proceedings. The examiner shall keep and preserve as part of the official record of the case a record of any agreement as to the issues or stipulation or admission of fact which may be made at such conference. The examiner may issue such orders as necessary to reflect actions taken or agreements entered into at the conference and which will control subsequent hearings.

Med 17.13 Pre-hearing Settlement. Informal disposition may be made of any proceeding before hearing by stipulation or agreed settlement. The terms of such settlement shall be subject to board approval.

Med 17.14 Adverse Witnesses.

(a) Any party or any of his agents, officers, or employees with knowledge of material facts relevant to the matter being heard may be examined by any other party adverse in interest at a hearing as if under cross-examination without making such person his own witness. The testimony taken shall not be binding on or conclude the examining party and may be rebutted or impeached.

(b) Any witness who is hostile, unwilling, adverse, or evasive may with permission of the examiner be interrogated by leading questions and impeached by the party calling him.