

Peer Review Committee Meeting Notes  
May 7, 2019, 6:30 PM

- I. **Present:** Dr. Kal Klass, Chair; Drs. Andy Marashi, Jim Swanson, and Tom Quicksand.  
**Staff:** Christine Opiela
- II. Dr. Klass called the meeting to order at 6:32 pm. While there was not a quorum, the Committee was welcomed and introductions were made.
  - a. Dr. Klass encouraged committee members to consider other SKCDS members to join the committee. Committee members must be in practice 5 years or more and current on their SKCDS dues. The Executive Council has offered to provide assistance in recruiting efforts.
- III. **Peer Review Process Overview**
  - a. Dr. Klass reviewed the Statute of Limitations for Peer Review. Cases over 3 years old are beyond purview of the Committee. For cases occurring longer than 3 years ago, staff will notify the individuals to register a complaint with DQAC.
  - b. If the complaint is against a former SKCDS member, notify Dr. Klass.
  - c. If the complaint is from a dentist, refer them to the Committee Chair who will handle.
  - d. All notes must be recorded digitally and emailed to staff for record-keeping. This is to ensure notes are legible.
  - e. Dr. Klass provided everyone with a copy of the Peer Review Flow Chart. Once staff has determined a complaint fits the criteria, they will notify Dr. Quickstad.
  - f. Staff will phone Committee members to volunteer as mediator. If a Committee member knows the dentist member or patient, they must abstain from the mediation. The Committee Chair does not participate in the mediation.
  - g. This is a free service provided by SKCDS and typically takes a few weeks. Those submitting complaints will not be able to pursue legal action once mediation has begun.
  - h. If a Committee member is unable to reach either party, they are to leave a message then wait a week to call again. Each party will be called three times. If no response is received, the case is closed. It must be recorded how often the Committee member tried calling.
  - i. A final letter is sent by staff via certified mail to both the patient and the doctor. Notify the Committee Chair of return receipts.
  - j. In 2017-2018, the Committee received 14 requests – 12 were from a patient to a member and 2 were regarding non-members. Staff settles most requests over the initial phone call.
- IV. **Peer Review Activities Tracking**
  - a. 2017-18: 14 peer review requests – 12 were from a patient to a member, 2 were about a nonmember. Staff settles most inquiries over the initial phone call.
  - b. 2018-19: 4 peer review requests so far between patients and dentists.
- V. Dr. Klass reminded the members that they will receive one CDE credit for their participation in this meeting. These minutes may be copied and filed in the members' offices for proof of CDE.
- VI. The Committee adjourned at 7:04pm.