



Tennessee Board of Chiropractic Examiners Newsletter



Volume I, Issue I

Winter 2021

Inside this issue:

In conjunction with the purpose and goals of the Department of Health, the mission of the Division of Health Licensure and Regulation is to: Monitor, assess and enforce health care laws and regulations; protect, promote and enhance quality health care for all citizens; continuously strive to meet the needs of our customers in a respectful and caring manner; provide quality work-life necessary to attract and retain competent, caring employees; empower our employees to become entrepreneurs in their jobs; increase awareness and public confidence in our services; and utilize our resources efficiently

MESSAGE FROM THE ADMINISTRATIVE OFFICE

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2020 was a busy year for the board as we have sought to clarify policy and provide clear guidance to the states licensees. The board and its administrative team have been working diligently to increase efficiency throughout its processes. The addition of CE Broker to help maintain CEU's for licensees has been one positive example of this process. We have heard many positive comments about its ease of use. The administrative office is working on a "Licensure Day" presentation that would serve graduating DC, CTA, and CXT students on the process of obtaining a Tennessee license. If you are a student or professor that is interested in having the administrative staff provide a "Licensure Day" event please contact the administrative office via email at Unit2HRB.Health@tn.gov.

On July 16, 2020, the Board of Chiropractic Examiners adopted a policy entitled "COVID 19: Policy Regarding Health, Safety, Advertising, and Continuing Education Safety". Since the adoption of that policy, the Commissioner of Health adopted Policy No. 20-1 on July 20, 2020. The Governor has adopted a series of Executive Orders relative to the COVID-19 pandemic, the most recent being Executive Order No. 73 on December 22, 2020. Both of these subsequently adopted orders require modification of the Board's previously adopted policy. The Governor's Executive Order No. 73 suspends, for all healthcare professionals, "the requirement that any continuing education credits and hours be obtained in-person or at a live event" (page 2 of Executive Order, section 7.4). This suspension will continue until the expiration of the Executive Order (currently February 27, 2021, but could be extended to a later date). All other requirements of the statute and rules regarding continuing education remain in effect. As a result of this Executive Order, a chiropractic physician must obtain 24 hours of approved continuing education for 2020 and 24 hours of approved continuing education for 2021, but these hours may be obtained through either live events or distance learning courses or any combination of the two. You can review the policy [here](#).

The board has noticed a disproportionate number of Chiropractic Physicians licenses to Chiropractic Therapy Assistants/Chiropractic Xray Technologists. Our concern is the appearance that some doctors may have unlicensed personnel performing xray, rehabilitative or therapeutic services to patients. We encourage you to review your office for compliance and to comply with statute and the rules and regulations of the state of Tennessee as it is illegal to perform these services without a license. The board has created an efficient pathway to certification for these assistants.

Legislative Updates

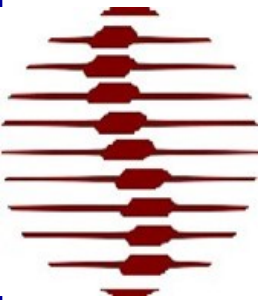
Public Chapter 594

This act was the Department of Health's Licensure Accountability Act. The bill allows all health related boards to take action against a licensee that has been disciplined by another state for any acts or omissions that would constitute grounds for discipline in Tennessee. The law also expands available emergency actions, allowing actions beyond simply a summary suspension. Finally, the act establishes that the notification of law changes to health practitioners can be satisfied by the on line posting of law changes by the respective boards. Notice must be maintained online for at least 2 years following the change. This act took effect March 20, 2020

Public Chapter 738

This act prohibits a governmental entity from authorizing destruction of public records if the governmental entity knows the records are subject to a pending public record request. Prior to authorizing destruction of public records an entity must contact the public record request coordinator to ensure the records are not subject to any pending public record requests. Records may still be disposed of in accordance with an established records retention schedule/policy as part of an ordinary course of business as long as the records custodian is without knowledge the records are subject to a pending request. This act took effect on June 22, 2020.

ABOUT THE BOARD OF CHIROPRACTIC EXAMINERS



The Tennessee Board of Chiropractic Examiners was created in 1923 by an act of the State Legislature. Its mission is to safeguard the health, safety, and welfare of Tennesseans by requiring those who practice the profession of chiropractic or chiropractic x-ray technology within this state to be qualified. The Board interprets the laws, rules, and regulations to determine the appropriate standards of practice in an effort to ensure the highest degree of professional conduct. The Board is authorized to issue licenses to qualified candidates who have completed appropriate education and successfully completed required examinations. The Board is responsible for the investigation of alleged violations of the Practice Act and rules and is responsible for the discipline of licensees who are found guilty of such violations.

The administrative staff of the Division of Health Related Boards supports the Board by issuing licenses to those who meet the requirements of the law and rules. Licenses or certificates are awarded in the following categories:

- Chiropractic Physician
- Chiropractic Therapy Assistant
- Chiropractic X-Ray Technologist

Applying for a License and Maintaining Your License

The Department has added the ability for license applicants to apply online for an initial license. Applicants can sign up to create an online account at: <https://apps.tn.gov/hlrs/>. Licensees are responsible for renewing their licenses on time and keeping the Board apprised of changes affecting location and name, as this facilitates timely notification from the administrative office. Renewal notices are mailed or emailed from the Board's administrative office, at least forty-five (45) days prior to the expiration of the license to the current address on record. In order to enhance the license renewal application process, beginning on March 9, 2018, the Board transitioned to a new online renewal system. All Chiropractic Physicians will be asked to update their required practitioner profile as part of the renewal process. In addition to renewing a professional license, licensees are able to submit applications to change addresses, change names, and request duplicate certificates or wall licenses. Licenses can be renewed on-line sixty (60) days prior to expiration at <https://apps.tn.gov/hlrs/>. It is a violation of the law and of the Board's rules to practice on an expired license. In the future, you can expect to conduct more application processing online as the Department continues to expand and improve the online experience for our professional licensees.

COMPLAINTS, DISCIPLINARY ACTIONS & PEER ASSISTANCE

Complaints

If you believe a practitioner's performance or behavior is not acceptable, you may file a complaint through Health Related Boards, Office of Investigations. For information on filing a complaint, please visit: <https://www.tn.gov/health/health-program-areas/health-professional-boards/report-a-concern.html>

You may contact the Complaint Divisions of the Department of Health at 1-800-852-2187 to request a complaint form or download one here: <https://www.tn.gov/content/dam/tn/health/documents/PH-3466.pdf>

The form must be completed in its entirety. All materials received in connection with the complaint will become property of the Department of Health and cannot be returned. Please return the complaint to:

Office of Investigations
665 Mainstream Drive, 2nd Floor, Suite 201
Nashville, TN 37243

Disciplinary Actions

A listing of monthly disciplinary actions taken by the Board of Chiropractic Examiners can be found here: <https://www.tn.gov/health/health-professionals/health-professionals-boards-disciplinary-actions.html>

Peer Assistance

The Board of Chiropractic Examiners makes referrals to the Physician's Health Program, which is a peer assistance program provided by the Tennessee Medical Foundation, a subsidiary of the Tennessee Medical Association, to assist in safeguarding health care consumers in Tennessee by providing a consultation, referral and monitoring program for Chiropractic Practitioners whose practice is impaired or potentially could be impaired due to the use of alcohol or drugs, or a psychological or physiological condition.

Physician's Health Program
1777 Tyne Boulevard
Nashville, TN, 37215
Phone: 615-665-2156

Meetings of the Board

The Board has scheduled meetings throughout the year for purposes of conducting administrative business concerning ratifying licenses, promulgating rules, disciplinary matters, etc. The seven (7) members of the Board are appointed by the Governor and serve four (4) year terms. A quorum of four (4) members is required to conduct business. The meetings are open to the public. The Tennessee Open Meetings Act passed by the General Assembly in 1974 requires that meetings of state, city and county government bodies be open to the public and that any such governmental body give adequate notice of such meeting. Open meeting notices can also be accessed at <https://www.tn.gov/health/health-program-areas/health-professional-boards/chiro-board/chiro-board/meeting-schedule.html>.

LIVE-STREAM MEETINGS

Public meetings are live-streamed and viewable via the internet. Links to view a meeting can be accessed by visiting the department's "Calendar of Events" at: <http://tn.gov/health/calendar>. Archived meetings may also be accessed and viewed from the Department of Health website at: <https://web.nowuseeit.tn.gov/Mediasite/Catalog/Full/98fe21d561e9489487745f0c7da678b221>

BOARD MEETING SCHEDULE FOR 2021 & 2022

JANUARY 28, 2021 – 9:00 AM CST
 APRIL 15, 2021 – 9:00 AM CST
 JULY 15, 2021 – 9:00 AM CST
 OCTOBER 21, 2021– 9:00 AM CST
 JANUARY 27, 2022 – 9:00 AM CST
 APRIL 21, 2022 – 9:00 AM CST
 JULY 21, 2022 – 9:00 AM CST
 OCTOBER 20, 2022 – 9:00 AM CST

NEW BOARD UPDATES

**Unless otherwise noted,
 all meetings will be held via the state of TN WebEx video
 conferencing application and be live streamed. See Public
 notice for details.**

NATIONAL CONFERENCES

Due to the COVID-19 Pandemic all in-person
 conferences were canceled, postponed, or offered
 in a web based application for 2021



BOARD MEMBER COMPOSITION

Curtis Damien, Chair
Drummonds, TN

Cole Hosenfeld, DC, Vice-
Chair Strawberry Plains, TN

Jason Hulme, DC, Secretary
Hendersonville, TN

Kara Birdwell, DC Maryville,
TN

Dale Blackwelder, DC
Savannah, TN

Vacant, Citizen Member

Vacant, Citizen Member

Contacting the Administrative Office:

Tennessee Board of Chiropractic Examiners

665 Mainstream Drive, 2nd Floor

Nashville, TN 37243

Phone: (615) 741-3807 Local or (800) 778-4123 Nationwide

Fax: (615) 253-8724 or (615) 401-7682.

E-Mail: Unit2HRB.Health@tn.gov

Administrative Staff

Noranda M. French - Unit 2 Director

Mary V. Bennett - Unit 2 Manager

Sabrina Craig-Boyd - Regulatory Board Administrator 2

Maranda Snipes- Regulatory Board Administrator 1

Accessing the Board's Website

In address bar type: <http://tn.gov/health>

Click on link titled: "Health Professionals"

Choose: Health Related Boards,

Click on link for: "Chiropractic Examiners" There are many resources on our website, including the rules, statutes, applications, policy statements and a list of approved continuing education courses. License renewal and licensure verification may also be utilized on this website. This is a valuable resource. Please use it often.

Resources and Useful Links:

[Tennessee Board of Chiropractic Examiners Home](#)
[Licensure and Education Information](#)
[Complaints, Disciplinary Actions and Peer Assistance](#)

[Applications, Publications and Information](#)

[Statutes, Rules and Policies](#)

[Federal Licensing Boards of Chiropractic \(FLBC\)](#)

[Tennessee Chiropractic Association \(TCA\)](#)

IMPORTANT REMINDERS

Electronic Notifications Opt-In

Licensees who prefer to receive notifications by electronic means instead of by regular United States mail from the Department of Health should request to “opt-in” from the portal on the Board’s website at: <https://apps.tn.gov/hlrs/>. Licensees may also submit a written request to the Board’s Administrative Office.

Please note that once you choose to opt-in to receive electronic notifications, ALL notices from the Health Department, including license renewal notices, will be sent by electronic mail. License renewal notification will be sent from the Board’s Administrative Office forty-five (45) days prior to the expiration of the license to the current e-mail address on record with Tennessee Department of Health. Also, you will be required to notify the Administrative Office should there be any changes to your email address.

Updating Your Practitioner Profile

Pursuant to Tennessee Health Care Consumer Right –to-Know Act, 1998, T.C.A. §63-51-101, et seq., licensed chiropractic physicians have a continuing duty and the responsibility to notify the Department of Health of any changes or updates to information submitted on the mandatory practitioner’s profile questionnaire within thirty (30) days of the occurrence of such event. Changes include any change of address. A copy of the questionnaire can be found at: <https://www.tn.gov/content/dam/tn/health/healthprofboards/PH-3585.pdf>.

To make changes to or update the Practitioner Profile online, please visit: <https://lars.tn.gov/datamart/mainMenu.do>
Changes may be submitted on the form to the Board’s Administrative Office at:

**Office of Health Related Boards
Board of Chiropractic Examiners
665 Mainstream Drive, 2nd Floor
Nashville, TN 37243**

Submission of CE Completion Certificates

In order to simplify the license renewal process, the Board has partnered with CE Broker as their official CE tracking system. Licensees began electronically submitting CE completion certificates to CE Broker beginning June 1, 2018 after signing up for a free basic account provided by the Board. Effective January 1, 2019, the Board stopped accepting CE completion certificates that are directly submitted to the board’s office. All CE completion certificates should be submitted to CE Broker.

Additional information about the Board’s partnership with CE Broker and establishing a free basic account can be obtained on the board’s website at: <https://www.tn.gov/health/health-program-areas/health-professional-boards/chiro-board/chiro-board/about.html>

Obtaining Chiropractic Acupuncture Certification

Pursuant to board rules, a licensed chiropractic physician who practices or intends to practice acupuncture shall, prior to commencing such practice, complete two hundred and fifty (250) classroom hours of an acupuncture course accredited by an agency or entity acceptable to the Board. Such Chiropractic Physician shall also pass the National Board of Chiropractic Examiners (NBCE) Acupuncture Exam.

Chiropractic Physicians with Acupuncture Certification can verify their acupuncture certification status by visiting the website: <https://apps.health.tn.gov/Licensure/Default.aspx> Failure of a chiropractic physician to apply for certification prior to practicing Acupuncture may result in licensee being found non-compliant and subject to further discipline by the Board.

New Department of Revenue Tax Filing Website

The Department of Revenue has launched a new tax filing website called Tennessee Taxpayer Access Point, or TNPAP, for paying your professional privilege tax. To learn more or to submit questions you may have about this new tax filing website, please visit www.tntapinfo.com.

QUESTIONS AND ANSWERS

Q: I have moved and/or changed my place of employment. How do I update my address with the Board?

A: Changes in address must be submitted in writing to the Board's administrative office within 30 days. Please include your name, profession, license number, old address and new address. Please also specify if the change is to your mailing or practice address.

Q: How do I report a name change and/or request an updated license?

A: Changes in name must be submitted in writing to the Board's administrative office, along with documentation supporting the change (i.e. marriage certificate, divorce decree). Please include your name, profession and license number. If you wish to receive a duplicate copy of your license, reflecting the updated name, you must specify this in your request and include a check or money order in the amount of \$75.00 for each license type (i.e. Wallet/Renewal size or Wall size).

Q: I am applying for a license in another state and need primary source verification. How do I obtain this?

A: Requests for license verification must be submitted in writing to the Board's administrative office. Please include your name, profession, license number and address which the verification must be sent.

Q: Can I renew my license online?

A: Certainly! License renewals may be processed up to sixty (60) days prior to the license expiration date. Please visit <https://lars.tn.gov/datamart/mainMenu.do> and log in with your account information to renew your license online. Remember, you must first create an account before you are able to renew your license online.

Q: I am no longer practicing chiropractic. How do I retire my license?

A: To retire your license, please complete the Affidavit of Retirement form, have it notarized and forward it to the administrative office. The form may be downloaded from the Board's website at: <http://tn.gov/assets/entities/health/attachments/PH-3460.pdf>. Please inquire with the Board office regarding requirements to reinstate a retired license.

Q: My license has expired. How do I reinstate my license?

A: Reinstatement of a license that has expired may be accomplished upon meeting the following conditions: (a) Payment of all past due renewal fees and state regulatory fees; and, (b) Payment of the late renewal fee, pursuant to Rules 0260-02-.06, 0260-03-.06, and 0260-05-.06, and, (c) Submission of evidence of completion of continuing education requirements pursuant to Rules 0260-02-.12, 0260-03-.12, and 0260-05-.12.

Q: Am I required to do continuing education to maintain my license?

A: Pursuant to Rule 0260-02-.12(1): Each Chiropractic Physician is required to complete twenty-four (24) clock hours of Board-approved continuing education each calendar year. Licensees who practice acupuncture shall have six (6) classroom hours each year of the required twenty-four (24) hours in the area of acupuncture. Such licensees must have first met the requirements of Rule 0260-02-.02(4). No credit for continuing education shall be awarded beyond the six.

Pursuant to Rule 0260-05-.12(1): Each Chiropractic Therapy Assistant is required to complete six (6) clock hours of Board-approved continuing education each calendar year.

Pursuant to Rule 0260-03-.12(1): Each Chiropractic X-Ray Technologist is required to complete six (6) clock hours of Board-approved continuing education each calendar year.

New license/certificate holders by examination or reciprocity, shall be exempted from the continuing education requirements of 0260-02-.12(1), 0260-05-.12(1), and 0260-03-.12(1) for the calendar year in which they are licensed. However, Chiropractic Physicians must take a six (6) hour course and Chiropractic Therapy Assistants and Chiropractic X-Ray Technologist must take a two (2) hour course in Risk Management, Sexual/Professional Boundaries, and Tennessee statutory and regulatory chiropractic jurisprudence within twelve (12) months prior, or six (6) months after becoming licensed. These hours are in addition to the requirements for each calendar year.