



Maine Medical Association

External Peer Review Program

Guidelines for Reviewer(s)

Prior to the Scheduled Review

This section pertains to a single reviewer or a review team.

Review the information packet for reviewers:

- External Peer Review Program Policy
- Guidelines: Template for Report
 On-site Review Team
- Materials provided by requestor (if any)
- Names of review team (as appropriate)

Single Reviewer's Responsibilities Prior to and Following the Review

Discuss with the identified liaison the goals of the review and any pertinent information about the individual/case being reviewed.

Once the report is complete, submit to the MMA Peer Review Coordinator for review by MMA Legal Counsel. Any recommendations will be reviewed with the reviewer before a final signed copy goes to the requestor. MMA is responsible for sending the final report to the requestor.

Chair's Responsibilities Prior to the Review

This section pertains to a review team:

- Discuss with the identified liaison the goals of the review and any pertinent information about the individual(s) being reviewed.
- Discuss with the team member(s) the goals and expectations of the requestor and what is expected of them.

Chair's Responsibility Following the Review

This section pertains to a review team:

- Distribute the draft final report to the MMA Peer Review Coordinator and team members. The MMA Peer Review Coordinator and Legal Counsel will review the report and make any recommendations to the chair of the team.
- The chair will review the recommendations with the reviewer(s) and once all are in agreement, the chair signs the report and returns the report to MMA. MMA is responsible for sending the report to the requestor.

Reviewer(s) Responsibilities

Mail the completed Tax ID Number "TIN" form to MMA, attn: Peer Review Coordinator, 30 Association Drive, P.O. Box 190, Manchester, ME 04351

On-site expenses: mail mileage expenses, lodging (if used) directly to the requestor unless other arrangements have been made.

