



**Tennessee Board of Medical Examiners  
Office-Based Surgery Committee**

**Wednesday, May 21, 2025**

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**MINUTES**

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The Office Base Surgery Committee meeting of the Tennessee Board of Medical Examiners was called to order at 7:30 am in the Poplar Room, Ground Floor, Metro Center Complex, 665 Mainstream Drive, Nashville, Tennessee 37243.

Committee members present: Todd Tillmans, MD  
John Hale, MD

Staff present: Stacy Tarr, Executive Director  
Brandi Allocco, Administrative Director  
Kavita Vankineni, MD Medical Board Consultant  
Francine Baca-Chavez, Deputy General Counsel

The meeting commenced with Dr. John Hale addressing the committee, requesting the approval of the previous meeting minutes dated November 13th, 2024. Dr. Todd Tillmans put forth a motion to approve these minutes. The motion was seconded by Dr. Hale, and the motion passed.

The board then requested an update from Mr. Robert West with the Office of Investigations (“OIV”). Mr. West provided insights into the new responsibilities of the OIV, which now includes the inspection of office-based surgery suites, aligning them with the processes for pain management clinics. Mr. West explained that after an application is received and deemed complete by the administrative office, it will be sent to the OIV who will forward to Health Facilities Commission (“HFC”). They are then tasked with conducting inspections within a 30-day timeframe. The office currently employs 19 field investigators and five team leaders who oversee operations across Tennessee.

Caroline Tippins, with HFC came forward providing an update. At that time, she shared reports and documents covering activities from 2022 to the present.

There were discussions involving life safety surveys and the approval process for facility occupancy. A proposal for a fee structure related to plans review and inspections was introduced, suggesting an hourly

surveyor rate of \$32. The current application fee structure is under evaluation, with the expectation of adjustments based on the analysis of costs incurred.

The board proceeded to discuss the previously approved set of rules in their November meeting, which includes the submission of construction plans for review prior to building. Discussions also covered the procedures for reporting unanticipated events for Level II and Level III office based surgeries. Emphasis was placed on the necessity for timely reporting of unanticipated events within 72 hours of occurrence. Physicians are required to report such events within 15 days of discovery, highlighting the importance of patient follow-up to ensure safety and compliance.

Closing discussion, the committee agreed to reconvene in July to finalize the fee structures. The committee agreed to establish fees for life safety survey, site survey, and plans review, with specific figures to be confirmed at a later date.

Agenda items for the next meeting to include:

- Discuss fees for life safety survey, site survey, and plans review, to establish the application fee.
- Discussion on Level II unanticipated events

The next meeting will be held at 7:30 a.m. on July 23, 2025.

The meeting adjourned at 8:11 a.m.