



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

Wednesday, July 23, 2025

MINUTES

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 Tillmanns, MD
Keith Anderson, MD
John Hale, MD
Penny Judd

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 May 21, 2025. Dr. Keith Anderson put forth a motion to approve these minutes. The motion was seconded by Dr. Hale, and the motion passed.

The board started with the discussion regarding establishment of fees for Life Safety and Plans Review. Francine Baca-Chavez presented the current fee structure for office-based surgery applications, which included a surgical suite certificate fee of \$1,080 plus a \$5 state regulatory fee, totaling \$1,085. Proposing the new fee to be \$1,860 which includes costs from the Office of Investigations and Health Facilities Commission.

The breakdown of costs was discussed, including:

- \$1,014 for the Office of Investigations.
- \$200 for the Board of Medical Examiners.
- \$640 for life safety inspection from the Health Facilities Commission.

Concerns were brought up ensuring plans were reviewed to prevent costly reworks.

The board moved forward with discussing the renewal of an OBS Facility. The discussion centered on the renewal process for certifications, including the need for unannounced inspections prior to renewal. The proposed changes were to clarify that the renewal process would involve periodic inspections.

Francine Baca-Chavez emphasized the importance of compliance both during the application and renewal phases. Dr. Tillmanns highlighted the need for a clear communication strategy to avoid confusion among applicants regarding inspection processes. Further discussion was had regarding changes to late renewals. The board proposed to allow a thirty (30) day grace period after the expiration date, and adding a \$200.00 late fee to the renewal during this time. Dr. Hale made a motion to change the renewal process to include a thirty (30) day grace period, a \$200 late fee, and to state that licenses expire after a thirty (30) day grace period. Dr. Tillmanns seconded the motion. The motion passed.

The meeting adjourned at 7:48 a.m.