

Guidelines for Submission of MONITOR/SUPERVISOR Reports

The report must include the notarized signature of the monitor/supervisor.
The report should include the following information.

1. A brief statement describing why licensee/probationer is on probation.
2. The licensee's/probationer's practice location.
3. A description of licensee's/probationer's current practice (type and composition).
4. A brief statement of licensee's/probationer's compliance with probation terms.
5. Please, describe monitor's relationship with licensee/probationer; e.g., employer, employee, friend, acquaintance, relative, etc.
6. Briefly describe the findings noted in the chart reviews, if applicable.
7. Give the dates of the chart reviews, if applicable.
8. Please advise the Compliance Officer of any problems in the practice noted by the monitor.

Reports are due on or before the due date. Please allow plenty of time for the report to be received in the Compliance Management Unit. The licensee/probationer is responsible for making sure the monitor submits reports as required. **If the monitor's report is not in the office by the due date, a complaint will be filed against the licensee/probationer for possible violation of the Final Order.**

Send reports to the following address:

**Division of Medical Quality Assurance
Compliance Management Unit, Bin C76

Medical Compliance Officer
4052 Bald Cypress Way
Tallahassee, Florida 32399-3251**