



Board of Naturopathy Regular Meeting
Proposed Agenda
August 9, 2024

Time: 8:30 a.m.

Location: Zoom webinar (see [last page](#) for access)
Department of Health, Town Center 2
111 Israel Road SE, Room 153
Tumwater, WA 98501

Board Members: Krystal Richardson, ND, Chair
Joanne Hillary, ND, Vice Chair
Brooke Fotheringham, Public Member
Elias Kass, ND
Amira Ahdut, ND, LAc
Chad Aschtgen, ND
Vacant, Public Member

Program Staff: Rachel Phipps, Program Manager
James Chaney, Executive Director
Kristi Knieps, Assistant Attorney General
Jonathan Chamrad, Program Associate
Allyson Brazil, Administrative Support
Margaret Pagel, Supervising Staff Attorney
Marlon Basco, Policy Analyst
Alison May, Budget Analyst

Contact: Rachel Phipps, Program Manager
564.233.1277
naturopathy@doh.wa.gov

In accordance with the Open Public Meetings Act, the agenda for this regular meeting was made available online at least 24 hours prior to the start time of the meeting pursuant to RCW 42.30.077.

For more information, please see [last page](#) of this agenda.

Please Note: Comments from the public in attendance may be solicited after each agenda item.

Open Session:

1. Call to Order/Introductions—DISCUSSION/ACTION—Krystal Richardson, ND, Chair

- 1.1. Introduction of board and supporting staff members
- 1.2. Approval of agenda
- 1.3. Approval of May 17, 2024, business meeting minutes

2. Public Comment— Krystal Richardson, ND, Chair

The board will hear comments from the public. The public may request items to be placed on a future meeting agenda.

3. Presentation

- 3.1. Rebecca Mitchell, FNMRA President & Executive Director of CA Board of Naturopathic Medicine will present information about the FNMRA to the board.

4. Old Business—DISCUSSION/ACTION— Krystal Richardson, ND, Chair

- 4.1. Substantial Equivalency /JP Exam Committee. *Program staff and committee members will share information and the board will discuss recommendations for rule language.*
- 4.2. Business Plan Committee Update.
- 4.3. Newsletter – *The board will identify topics to include in the newsletter.*
- 4.4. Continuing Education

5. New Business—DISCUSSION/ACTION— Krystal Richardson, ND, Chair

- 5.1. Website Updates
- 5.2. 2025 Board Meeting Dates – *Proposed dates: February 7, 2025, May 2, 2025, August 8, 2025, and November 14, 2025.*

6. Correspondence—DISCUSSION/ACTION— Krystal Richardson, ND, Chair

The board will review and discuss correspondence received since the last meeting.

- 6.1. Request for clarification on naturopathic scope for use of lasers
- 6.2. Request for boards position on neoGen and Trigenics treatment
- 6.3. NPLEX Approval

7. Program Reports—DISCUSSION—James Chaney, Executive Director; Rachel Phipps, Program Manager

Department staff will give updates regarding matters specific to the naturopathy medical profession.

- 7.1. Budget report
- 7.2. Credentialing statistics report
- 7.3. Recruitment update



8. Future Business—DISCUSSION—Krystal Richardson, ND, Chair

The board will discuss agenda items identified or suggested for future meetings.

8.1. Robert’s Rules of Order – Luke Eaton, AAG

8.2. Telemedicine

9. Settlement Presentations—DISCUSSION/ACTION—Krystal Richardson, ND, Chair

Settlement and/or Agreed Order presentations are contingent upon agreements being reached between the parties prior to a board meeting. Discussions are held in closed session; however, decisions are made during open session.

10. Adjournment of public meeting—ACTION—Krystal Richardson, ND, Chair

11. Discipline & Licensing

The board will attend to licensing and disciplinary matters in a closed session.

Meeting Access

Virtual Attendance:

This meeting is being held via Zoom webinar. Please mute your microphone/phone if you are not speaking.

Join on your computer, mobile app or room device.

[Click here to register to attend the meeting.](#)

After registering, you will receive a confirmation email containing information about joining the webinar

Times and Order:

Times are approximate. The meeting will continue until all agenda items are complete. This agenda schedule may change, and items may not be taken in order of the agenda.

This meeting will be recorded for the purpose of drafting accurate minutes.





**Board of Naturopathy
Business Meeting Minutes**

May 17, 2024
8:30 a.m.

On May 17, 2024, the Board of Naturopathy held a hybrid business meeting at Department of Health, 111 Israel Road SE, Tumwater, WA 98501, Town Center 2, Room 166 with access via Zoom. In accordance with the Open Public Meetings Act, notices were published on the DOH website and through GovDelivery.

Board Members:

Krystal Richardson, ND, Chair
Joanne Hillary, ND, Vice Chair
Amira Ahdut, ND, LAC
Chad Aschtgen, ND
Brooke Fotheringham, Public Member
Elias Kass, ND
Vacant, Public Member

Staff:

Rachel Phipps, Program Manager
James Chaney, Executive Director
Alyssa Brazil, Administrative Assistant
Jonathan Chamrad, Program Support
Luke Eaton, Assistant Attorney General
Marlon Basco, Policy Analyst

Public Attendees:

Angela London	Karen Appel	Laura Wagner
Angela Ross, ND	Kimberly Bauer	Loraine Harkin
Billie Dickinson	Kristina Conner	Lorinda Corensen
Hannah Gordon	Marissa Boyd	Michael Brown-Echerd
Jeannine Wilmes		

Open Session

1. Call to Order/Introductions

Dr. Krystal Richardson, Chair, called the meeting of the Washington State Board of Naturopathy to order at 8:36 a.m. on May 17, 2024.

1.1 Introductions

Dr. Krystal Richardson Chair, led roll call of board members, staff, and guests. She then offered an introductory statement explaining the procedure for remote attendance and instructions for public comments.

1.2 Approval of Agenda

MOTION: A motion was made to approve the May 17, 2024, business meeting agenda. The motion was seconded and passed.

1.3 Approval of February 9, 2024, regular meeting minutes

MOTION: A motion was made to approve the February 9, 2024, regular meeting minutes. The motion was seconded and passed.

2. Public Comment— Krystal Richardson, ND, Chair

The board will hear comments from the public. The public may request items to be placed on a future meeting agenda.

Public Comment

Members of the public were invited to introduce themselves and share comments not related to an agenda item or to the rules hearing.

- No public comment was received.

3. Payroll Presentation—Alyssa Brazil, Administrative Assistant

Alyssa Brazil, Administrative Assistant, shared a presentation on payroll process for the board members.

4. Old Business

4.1 Substantial Equivalency/CR-101 Committee. *Committee members presented a summary of recommendations regarding substantial equivalency to the board. Recommendations included approving the recommended list of substantially equivalent states, consider moving the JP exam to electronic/online format and consider fee rules associated with JP exam. There was also discussion about possible language for the open CR-101.*

MOTION: A motion was made to approve the recommended list of substantially equivalent states. The motion was seconded and passed.

MOTION: A motion was made to convert the Jurisprudence (JP) exam to electronic format. The motion was seconded and passed.

MOTION: A motion was made to table the discussion, on fees, for the JP exam until the next board meeting. The motion was seconded and passed.

4.2 Business Plan Committee Update.

The committee has not been able to meet, and a recommendation was made to move this update to the next board meeting after the BCC leadership meeting in June. Committee members agreed on meeting times for future meetings.

4.3 Newsletter Template

Newsletter will resume on a quarterly basis, published after board meetings. The intent is to provide information from board meetings to licensees, as well as relevant or pertinent information that may be identified by board members and/or program staff.

4.4 DOH emails for board members.

James Chaney, executive director, shared that he was still working on obtaining DOH emails for board members.

- 4.5 Provider Performed Microscopic Procedures (PPMP) update.
Rachel Phipps, program manager, provided an update on the PPMP rulemaking status. The CR-103 was expected to be filed May 17, 2024, and effective June 17, 2024.
5. **New Business—DISCUSSION/ACTION— Krystal Richardson, ND, Chair**
- 5.1 Continuing Education – The board briefly discussed opening a CR-101 to make changes to WAC 246-836-210 Continuing competency program; including but not limited to adding JP exam as a CE requirement.
- MOTION:** A motion was made to table the discussion until the next meeting. The motion was seconded and passed.
- 5.2 FMLA Forms – The board will discuss recent changes to the Washington Paid Family & Medical Leave website’s list of qualified healthcare providers.
Luke Eaton, AAG, shared information he has obtained. The board will monitor this issue and follow up at future meetings, if warranted.
6. **Correspondence—DISCUSSION/ACTION— Krystal Richardson, ND, Chair**
The board reviewed and discussed correspondence received since the last meeting.
- 6.1 Informational email from Shannon Hirst.
- 6.2 Idaho Board of Naturopathy email from Laura Farr.
- 6.3 Intrauterine Insemination Clarification email.
7. **Program Reports- James Chaney, Executive Director: Rachel Phipps, Program Manager**
- 7.1 Budget reports – *Mrs. Phipps, Program Manager, gave an update regarding the current budget to the members. The board would like our budget analyst to attend the next board meeting to answer any specific questions related to fees and our budget.*
- 7.2 Credentialing statistics report – Mrs. Phipps, Program Manager, gave an update to the members. As of 5/9/2024, 1636 active naturopathic physician licenses, 82 expired in renewal, and 15 pending.
- 7.3 Recruitment update – Mr. Chaney, Executive Director, gave an update regarding board member recruitment.
- 7.4 Legislative update – Mr. Chaney, Executive Director, provided general information regarding the 2025 legislative session.
- 7.5 Sunrise Review – Mrs. Phipps, Program Manager, gave an update on the Sunrise Review process.

7.6 FNMRA Board Membership – Mrs. Phipps, Program Manager, discussed with the board her position as a board member with FNMRA and the associated fee. *The board requested inviting a representative from FNMRA to the next board meeting prior to making their decision.*

8. Future Business

Future business items to be discussed includes:

8.1 Robert’s Rules of Order – Luke Eaton, AAG

8.2 Telemedicine

MOTION: A motion was made to create a committee to review the telemedicine policy. The motion was seconded and passed. *The committee members who volunteered include Dr. Richardson, Dr. Kass, and Dr. Aschtgen.*

8.3 Budget Report - Ashley May

8.4 FNMRA

Rachel Phipps will invite a representative from FNMRA to share information with board of naturopathy on FNRMA board membership

9. Settlement Presentations- Krystal Richardson, ND, Chair

- There were no settlement presentations.

10. Adjournment of Public Meeting-

MOTION: A motion was made to adjourn the meeting. The motion was seconded and passed. Dr. Richardson, Chair, adjourned the meeting at 11:41A.M.

11. Discipline & Licensing-

The board will attend to licensing and disciplinary matters in closed session.

Next Scheduled Meeting:

Date: August 9, 2024

Time: 8:30 A.M

Location: Hybrid - Virtual Zoom Meeting
with a physical location at the Department of Health.



The Need for the FNMRA

Enhancing the Regulatory Structure of
Naturopathic Medicine

Presented by: Rebecca Mitchell, President, FNMRA /
Executive Officer, CA Board of Naturopathic Medicine

Date: August 9, 2024

Introduction

Overview:

- Brief introduction to the FNMRA
- Importance of regulatory authorities connecting and sharing information

Background

Founding of FNMRA:

- Established in 2011
- Founding members: Arizona, Oregon, Washington, and Ontario

The Need for FNMRA

Regulatory Gap:

- Before 2011, no central body for naturopathic medical profession regulation
- Comparison with other healthcare professions having regulatory bodies:
 - MD/DO: Federation of State Medical Boards (FSMB)
 - DC: Federation of Chiropractic Licensing Boards (FCLB)
 - RN: National Council of State Boards of Nursing (NCSBN)

Washington State's Role

Washington's Contributions:

- Large number of licensees
- Accredited program (Bastyr University)
- Active state association
- Desire to develop and support the regulatory structure

Key Figures

Influential People:

- Susan Gragg's background with the medical board and FSMB
- Her understanding of the need for a federation and the disciplinary actions list

Benefits of FNMRA

Connecting Regulatory Authorities:

- Sharing best practices
- Disseminating disciplinary information
- Enhancing professional standards

Achievements Since 2011

Progress:

- Improved communication among states
- Standardized practices and regulations
- Effective disciplinary actions and oversight
- Assist other states with setup of regulatory authority and legislative efforts
- Development of NANCEAC:
 - Continuing Education (CE) activities with NANCEAC accreditation offer meaningful education that is designed to improve practice outcomes, fill practice gaps, and are free from commercial bias.
 - NANCEAC accreditation holds accredited programs to the highest standards in the profession.

The Future of FNMRA

Goals and Vision:

- Continued growth and inclusion of more states/provinces
- Further development of standardized regulations
- Strengthening the naturopathic medical profession
- Ensuring highest consumer protections

Conclusion

Summary:

- Recap of the need and benefits of the FNMRA
- Washington's significant role in its founding and development
- Importance of ongoing support and collaboration

Q&A

Questions and Discussion?

Contact us:

Address: FNMRA 9220 SW Barbur Blvd., Ste. 119, #321, Portland, OR 97219

Email: Info@fnmra.org

Rebecca.Mitchell@dca.ca.gov

(916) 928-5862



PREPROPOSAL STATEMENT OF INQUIRY

CR-101 (October 2017) (Implements RCW 34.05.310)

Do NOT use for expedited rule making

CODE REVISER USE ONLY

OFFICE OF THE CODE REVISER
STATE OF WASHINGTON
FILED

DATE: April 25, 2024

TIME: 1:33 PM

WSR 24-10-050

Agency: Department of Health- Board of Naturopathy

Subject of possible rule making: Naturopathic licensure requirements. WAC 246-836-020, Requirements for licensure and WAC 246-836-040, Jurisprudence examinations. The Board of Naturopathy (board) is considering amendments to licensure requirements relating to the jurisprudence examination as a condition for licensure and to clarify, update, and simplify rules to comply with Second Substitute House bill (2SHB) 1724, (chapter 425, Laws of 2023) codified as RCW 18.130.077.

Statutes authorizing the agency to adopt rules on this subject: RCW 18.36A.160 and 2SHB 1724 codified as RCW 18.130.077

Reasons why rules on this subject may be needed and what they might accomplish:

RCW 18.130.077 requires that, "Disciplining authorities shall waive education, training, experience, and exam requirements for applicants who have been credentialed in another state or states with substantially equivalent standards for at least two years immediately preceding their application with no interruption in licensure last longer than 90 days."

The board is considering amendments to rules regarding the jurisprudence examination as a condition for licensure to comply with the requirements in RCW 18.130.077. The board intends to implement the goals of this statute by considering amendments that clarify, update, and simplify the naturopathic licensure process to reduce licensure barriers for licensed applicants who have been credentialed in states with substantially equivalent standards. The board will also consider any other related sections that are affected by 2SHB 1724.

Identify other federal and state agencies that regulate this subject and the process coordinating the rule with these agencies: None.

Process for developing new rule (check all that apply):

- Negotiated rule making
- Pilot rule making
- Agency study
- Other (describe) Collaborative rulemaking

Interested parties can participate in the decision to adopt the new rule and formulation of the proposed rule before publication by contacting:

Name: Rachel Phipps	(If necessary) Name:
Address: PO Box 47852, Olympia WA 98504-7852	Address:
Phone: 564-233-1277	Phone:
Fax: 360-236-2901	Fax:
TTY: 711	TTY:
Email: naturopathy@doh.wa.gov	Email:
Web site: www.doh.wa.gov/naturopathy	Web site:
Other:	Other:

Additional comments: The board will use the existing GovDelivery list to inform stakeholders of opportunities to provide input on proposed rule language. Interested parties can join the GovDelivery list to get information on participating in the process by subscribing at <https://public.govdelivery.com/accounts/WADOH/subscriber/new> and select Naturopathy program.

Date: 4/24/24

Name: James Chaney

Title: Executive Director, Board of Naturopathy

Signature:

A handwritten signature in blue ink that reads "U. James Chaney". The signature is written in a cursive style with a large initial "U" and a long, sweeping underline.

**Department of Health
Washington State Board of Naturopathy
Business Plan 2024-2026**

Goal	Objective	Method/Measure	Lead	Timeline	Measure last met	Next measure due
1. Protect the public through education, testing, and licensing standards, and continuing competency requirements	a. Education	i.				
		ii. Review and make any necessary changes to education requirement rules	Board/Program Manager	Every five (5) years	4/2015; 2/2016; 2/2017; 5/2017; 3/2018, 1/2024	, 2029
	b. Examinations	i. Review and make any necessary changes to examination requirement rules	Board/Program Manager	Every five (5) years	2015, overdue?	2021
		ii. Participate in the annual North American Board of Naturopathic Examiners (NABNE) State Liaison Council meetings	Board/Program Manager	Annually	7/2017 (scheduling conflict in 2018, 2019, and 2020)	8/2021
	c. Jurisprudence Examination	i. Review and make any necessary changes to the jurisprudence examination (law exam)	Board/Program Manager	Every five (5) years or whenever there is a change in law or rule	8/2016, 8/2024	8/2021
		ii. Transition the paper examination to on-line format	Board/Program Manager	In 2025	N/A	12/2025
	d. Licensing	i. Issue initial licenses to applicants that provide evidence of meeting minimum education and examination requirements (per Health Systems Quality Assurance [HSQA] Procedure 1-1-19A and the board's 1-1-19A Signature Delegation)	Credentialing Manager	Ongoing	N/A	N/A
		ii. Process applications for initial licenses that are considered	Board/Credentialing Manager	Ongoing	N/A	N/A

		non-routine or exceptions in accordance with the board's Exception Application Procedure, and HSQA Procedures 1-3-11 and 1-3-116				
	e. Continuing Education (CE)	i. Perform audits in accordance with HSQA Procedure 1-3-21	Credentialing/Program Manager	On Hold	N/A	N/A
		ii. Requests for CE extensions or waivers considered at either business meeting or bi-monthly case authorization conference call (per WAC 246-836-080)	Board/Program Manager	Ongoing	N/A	N/A
		iii. Review and make any necessary changes to CE rules	Board/Program Manager	Every five (5) years, Ongoing	11/2024	
		iv. Maintain relationships with the Washington Association of Naturopathic Physicians (WANP), Bastyr University (Bastyr) as the in-state naturopathic medical school, and other organizations that offer naturopathic CE courses	Board/Executive Director/Program Manager	Ongoing	N/A	N/A
2. Protect the public from unprofessional practices through investigations and disciplinary activities	a. Take appropriate and consistent disciplinary action as necessary	i. Process complaints within established timelines (chapter 246-14 WAC)	Board/Case Manager	Ongoing	N/A	N/A
		ii. Apply sanction guidelines unless there are compelling aggravating or mitigating factors (WAC 246-16-800 through 246-16-890)	Board/Case Manager/Supervising Staff Attorney	Ongoing	N/A	N/A
		iii. Monitor cases through investigation, legal, reviewing board member (RBM) review,	Board/RBM/Case Manager/AAG/Chief Investigator/	Ongoing	N/A	N/A

		Assistant Attorney General (AAG) review, adjudication, and compliance	Supervising Staff Attorney/ Compliance Officer			
	b. Provide training to board members on investigative and disciplinary process	i. Presentations at board meetings	Office Directors/ Managers	Annually	5/2019	5,2025
		ii. RBM/Staff attorney discussions	RBM/Staff Attorney	Ongoing	N/A	N/A
		iii. Mock case presentations	Office Directors/ Managers	Ongoing	N/A	2025
3. Develop and maintain board communication with professionals, consumers, educational organizations, professional organizations	a. Promote public and licensee attendance at meetings	i. Update website routinely	Program Manager/Board	Ongoing	N/A	N/A
		ii. Distribute agendas and minutes via bulk email service, <i>GovDelivery</i>	Program Manager	Quarterly	11/2024	2/2021
		iii. Have 4 in-person meetings each year; set annually	Board/Program Manager	Annually	8/2019	8/2020
		iv. Publish a board newsletter for distribution to licensees and interested parties via bulk email service, <i>GovDelivery</i>	Board/Program Manager	Biannually	9/2019	2/2021
		v. As funds allow, promote geographic diversity in meeting locations	Board/Program Manager	Ongoing	N/A	N/A
		vi. As funds allow, schedule at least one meeting at Bastyr and encourage naturopathic students to attend	Board/Program Manager	Biennially	5/2019	5/2021
	b. Participate as a member in national organizations that offer forums and resources intended to improve issues surrounding the health professions, state regulatory boards, testing	i. Provide staff representation on Federation of Naturopathic Medicine Regulatory Authorities (FNMRA) Board of Directors (participate in quarterly board meetings and attend annual membership meetings, via GoToMeeting)	Executive Director/ Program Manager	Ongoing	10/2019	11/2020

	agencies, and educational organizations	ii. As funds allow, encourage public member and staff attendance at Citizens Advocacy Center (CAC) meetings	Public Member/ Executive Director/ Program Manager	Annually	10/2012	10/2021
		iii. As funds allow, encourage member and staff attendance at Council on Licensure, Enforcement, and Regulation (CLEAR) conferences	Member/Executive Director/Program Manager	Annually	2009	9/22-25/2021 in Washington, DC)
		iv. As funds allow, encourage staff representation at North American Board of Naturopathic Examiners (NABNE) Advisory Council meetings	Executive Director/ Program Manager	Annually	8/2014	8/2021
		v. As funds allow, consider member/staff attendance at multi-profession organizations, such as the Federation of Associations of Regulatory Boards (FARB)	Executive Director/ Program Manager	Annually	N/A	TBD
		vi. As funds allow, consider member/staff attendance at multi-profession organizations, such as the Federation of State Medical Boards	Executive Director/ Program Manager	Annually	N/A	TBD
	c. Maintain relationship outreach with professional organizations	i. Encourage broader involvement in the board's <i>GovDelivery</i> in partnership with WANP (through their membership) and Bastyr (through their student body)	Board/Executive Director/Program Manager	Ongoing	N/A	N/A

From: [Phipps, Rachel M \(DOH\)](#)
To: [REDACTED]
Subject: RE: Letter request for NABNE August Registration
Date: Thursday, August 1, 2024 1:50:00 PM
Attachments: [image001.png](#)
[image002.png](#)

I will bring this to the board to review during the August 9, 2024, board meeting. I will follow up with you after they make their decision.

Thank you,

Rachel Phipps

Program Manager
Office of Health Professions
Health Systems Quality Assurance
Washington State Department of Health
rachel.phipps@doh.wa.gov
www.doh.wa.gov | 564-233-1277



From: [REDACTED] >
Sent: Thursday, August 1, 2024 1:34 PM
To: Phipps, Rachel M (DOH) <Rachel.Phipps@doh.wa.gov>
Subject: Re: Letter request for NABNE August Registration

External Email

Hello Rachel, as per our conversation I had expressed that I would like you to continue with the review process and the letter to be prepared in the event that NABNE is waiting on it and has gone ahead to accept me for the exams. I have not been blocked by NABNE so I believe they are expecting to get a letter and would like it to be sent.

[REDACTED]

[REDACTED]

[REDACTED] Fri, Jul 26, 2024 at 12:46 PM Phipps, Rachel M (DOH) <Rachel.Phipps@doh.wa.gov> wrote:

Hi [REDACTED]

I am following up after our phone conversation that we had on Wednesday, July 24, 2024, in regard to your NPLEX exam. During that call, I reminded you that the board of naturopathy is scheduled to meet August 9, 2024, and inquired if you still needed a letter from the board in order to take the NPLEX exam. In that call, you stated you had been informed that NABNE had what they needed for you to take the test; however, I did check my files after we spoke, and was not able to locate a letter from the board that was sent to NABNE on your behalf for the upcoming August NPLEX exam. It may be prudent to verify with the test examiner that you are authorized to take the exam before traveling, but that is your decision.

As mentioned, the board does not meet until August 9, 2024, and I do have your request on the agenda for them to review. If the board approves your request, a letter would be drafted and sent to NABNE on your behalf. However, it would not be dated and sent until after the scheduled exam date of August 6, 2024. So, I would need clarification from you and/or NABNE what information should be included in the letter. If you find that you do not need this letter from the board of naturopathy, please let me know.

If you have any other questions or follow up information to provide, please let me know.

Thank you,

Rachel Phipps
Program Manager
Office of Health Professions
Health Systems Quality Assurance
Washington State Department of Health
rachel.phipps@doh.wa.gov
www.doh.wa.gov | 564-233-1277





From: [REDACTED] >
Sent: Wednesday, May 22, 2024 2:13 PM
To: Crawford, Lana A (DOH) <Lana.Crawford@doh.wa.gov>; Chaney, James (DOH) <ulysses.chaney@doh.wa.gov>
Subject: Letter request for NABNE August Registration

External Email

Hello Ms. Crawford, I am seeking your assistance again in providing a letter to NABNE allowing me to sit for upcoming exams in August. I have attached the letter given last year and appreciate your help in registering by May 29th, 2024. I look forward to hearing from you soon. Thanks in advance.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

		ii. Present lecture to students at Bastyr on licensing and complaint process	Board/Executive Director/Program Manager	Biennially	2007	2021
	d. Cultivate relationships with interdisciplinary regulatory authorities (for example: the Board of Massage, the East Asian Medicine Advisory Committee, the Board of Osteopathic Medicine and Surgery)	i. Represent the board with attendance at board and commission leadership meetings	Board officer(s)	Annually	7/2019	7/2021
		ii. Review other boards' and commissions' minutes and agendas for topics of similar interest to the board	Board/Executive Director/Program Manager	Ongoing	N/A	N/A
	e. Process requests for public disclosure in accordance with HSQA Procedure 1-4-21	i. Present requests at regular board business meetings	Program Manager	Ongoing	N/A	N/A
		ii. Time-critical requests can be presented at bi-monthly case authorization conference calls	Program Manager	Ongoing	N/A	N/A
4. Promote administrative efficiencies	a. Budget review	i. Evaluate fees/expenses to ensure appropriate funding levels	Board/Executive Director/Program Manager/Fiscal Officer	Biennially	5/2019	5/2021
		ii. Prepare anticipated expense spending levels based on previous expenditure history	Executive Director/Program Manager	Biennially	5/2019	5/2021
		iii. Review budget reports for any anomalous items	Board/Executive Director/Program Manager	Quarterly	N/A	N/A
	b. Recruit and train board members	i. Monitor appointment dates to ensure board is fully appointed	Executive Director/Program Manager	Ongoing	N/A	N/A
		ii. Recruit for members when vacancies occur; at least 4 months in advance	Executive Director/Program Manager	Ongoing	N/A	N/A
		iii. Ensure new members receive initial training (currently offered twice yearly)	Executive Director/Program Manager	Ongoing	N/A	N/A

		iv. Provide ongoing mandatory training (i.e. Open Public Meetings Act, Public Records Act, etc)	Executive Director/ Program Manager	Every four (4) years	8/2019	8/2023
c. Technology	i.	Utilize technology to ensure fiscal responsibility to accomplish board work (i.e. conference calls, video-conferencing, etc.)	Executive Director/ Program Manager	Ongoing	N/A	N/A
	ii.	Transfer jurisprudence examination to on-line format	Executive Director/ Program Manager	By end of fiscal year 2021	N/A	12/2021
d. Policies/procedures	i.	Review business plan	Board/Executive Director/Program Manager	Annually at the November business meeting	11/2019	11/2020
	ii.	Review policies/procedures in open public meetings to evaluate for amendment, repeal, or create (i.e. By Laws, Signature Delegation, Exception Application and Matrix, etc.)	Board/Executive Director/Program Manager	Every two years	N/A	12/2021
	iii.	Promote HSQA office policy, procedure, and process presentations to the board	Executive Director/ Program Manager/ Office Director	Ongoing	N/A	N/A
e. Website	i.	Perform review of board websites	Program Manager	Monthly	N/A	N/A
	ii.	Submit request(s) for any necessary changes	Program Manager	Ongoing	N/A	N/A
f. Other	i.	Review application packet content and make any necessary changes in accordance with HSQA Procedure 1-3-01	Program Manager	Annually	9/2016 (on-line application implementation and staffing issues)	12/2021

		ii. Review renewal notice and license certificate template content and make any necessary changes in accordance with HSQA Procedure 1-3-22	Program Manager	Annually	12/2019	12/2020
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DRAFT

Board of Naturopathy – 2024 Newsletter



Headline

Text



Jones, Cami N (DOH)

**BUSINESS PRACTICE & PRODUCTIVITY
MANAGER**



What is HELMS?

Healthcare Enforcement and Licensing Management System (HELMS) is a modernized electronic licensing system that will replace the old and outdated Integrated Licensing & Regulatory System (ILRS), as well as sixteen current applications that are unable to match the growing requirements and expectations of customers.

Key areas of this new system will include licensing and credentialing, and the implementation of HELMS will expand the online capabilities for healthcare providers, facility operations, educational programs, and the public, as well as providing greater access to Department data and faster transmission of information using electronic mail and websites. HELMS will also enable the support of external customer participation in the department's healthcare licensure and regulatory activities, as well as the processes and workflows executed by state staff and board / commission / committee members.



Washington State Workforce Survey

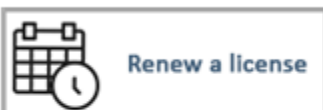
Completing the Washington State Workforce Survey helps our profession better understand how well we are serving the people of Washington State. If you haven't already done so this year, [complete the Workforce Survey](#).

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Frequently looked for



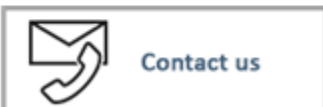
Change contact information



Renew a license



Laws and Rules



Contact us

Check out HEAL-WA

HEAL-WA is a portal to online resources related to the medical professions in Washington state. It is funded by a portion of your license fees and is free to access anytime. HEAL-WA provides online access to journal articles, databases, and other tools needed for evidence-based practice and research.

Board of Naturopathy 2024 Regular Meeting Dates

Friday, February 9, 2024, 8:30 AM
Friday, May 17, 2024, 8:30 AM
Friday, August 9, 2024, 8:30 AM
Friday, November 8, 2024, 8:30 AM

Advanced registration information is published prior to each meeting.

Board Members

Chair, Krystal Richardson, ND
Vice Chair, Joanne Hillary, ND
Professional Member, Chad Aschtgen, ND
Professional Member, Amira Ahdut, ND
Professional Member, Elias Kass, ND
Public Member, Brooke Fotheringham
Public Member, (Vacant)

Program Staff and Support

U. James Chaney
Executive Director

Rachel Phipps
Program Manager

Jonathan Chamrad
Program Associate

Alyssa Brazil
Administrative Assistant

Customer Service
360-236-4700

[Board Website](#)

[Contact the board](#)

From: [Phipps, Rachel M \(DOH\)](#)
To: [Krystal Richardson](#)
Cc: [Chaney, James \(DOH\)](#)
Subject: Scope Questions
Date: Thursday, July 18, 2024 3:55:00 PM
Attachments: [image001.png](#)
[image002.png](#)

Hi Dr. Richardson,

I had an inquiry from a naturopath about lasers, specifically, if they are in scope for naturopaths. I gave her the approved response about scope of practice questions, but she asked if this was an issue the board might consider weighing in on to provide clarification on lasers for cosmetic and medical purposes. Should I include this in the correspondence portion of the board agenda? For reference, I've pasted the approved response that was given below.

Information regarding the scope of practice for naturopathic physicians can be found at [Chapter 18.36A RCW](#) and [Chapter 246-836 WAC](#). Please note that the Board of Naturopathy is not authorized by law to provide members of the public with legal advice, including advice regarding whether a practice is within scope. The Board encourages all members of the public who have specific questions regarding scope of practice to consult with their insurance provider or an attorney who is familiar with Washington law.

Thank you,

Rachel Phipps

Program Manager
Office of Health Professions
Health Systems Quality Assurance
Washington State Department of Health
rachel.phipps@doh.wa.gov
www.doh.wa.gov | 564-233-1277



From: [REDACTED]
To: [Phipps, Rachel M \(DOH\)](#)
Subject: RE: looking for information
Date: Friday, July 19, 2024 2:31:49 PM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

External Email

Thank you! I look forward to hearing from you in August.

[REDACTED]
Senior Claims Adjuster – PIP
PEMCO Mutual Insurance Company [REDACTED] | 1-800-GO-PEMCO, [REDACTED] |
pemco.com

From: Phipps, Rachel M (DOH) <Rachel.Phipps@doh.wa.gov>
Sent: Friday, July 19, 2024 2:02 PM
To: [REDACTED]
Subject: RE: looking for information

CAUTION: This email originated from outside of PEMCO. Do not click links or open attachments unless you recognize the sender and know the content is safe. Think *before* you click!

Hi [REDACTED],

Information regarding the scope of practice for naturopathic physicians can be found at [Chapter 18.36A RCW](#) and [Chapter 246-836 WAC](#). Please note that the Board of Naturopathy is not authorized by law to provide members of the public with legal advice, including advice regarding whether a practice is within scope. The Board encourages all members of the public who have specific questions regarding scope of practice to consult with their insurance provider or an attorney who is familiar with Washington law.

The board generally does not address billing practices and to my knowledge they have not taken an official position regarding these procedures. I will have to bring your request to the board to review at their next board meeting, scheduled August 9, and can follow up with you afterwards.

Thank you,

Rachel Phipps

Program Manager
Office of Health Professions
Health Systems Quality Assurance
Washington State Department of Health
rachel.phipps@doh.wa.gov
www.doh.wa.gov | 564-233-1277



From: [REDACTED]
Sent: Thursday, July 18, 2024 11:31 AM
To: Phipps, Rachel M (DOH) <Rachel.Phipps@doh.wa.gov>
Subject: looking for information

External Email

Rachel:

I am researching neoGen and Trigenics treatments being performed by a Naturopath. Is there a list of approved procedures/equipment they can use like Chiropractors have? If so, would you please send me that list or any position by the Board on these treatments and how they should be billed?

If you have any questions, please call me.

Thank you.

[REDACTED]

Senior Claims Adjuster – PIP
PEMCO Mutual Insurance Company | [REDACTED] | 1-800-GO-PEMCO, [REDACTED] |
pemco.com



Naturopathic Physician

FY2024 Starting Fund Balance

\$1.49M

Current Fund Balance

\$1.84M

HELMS Cost Allocation

\$8.99K

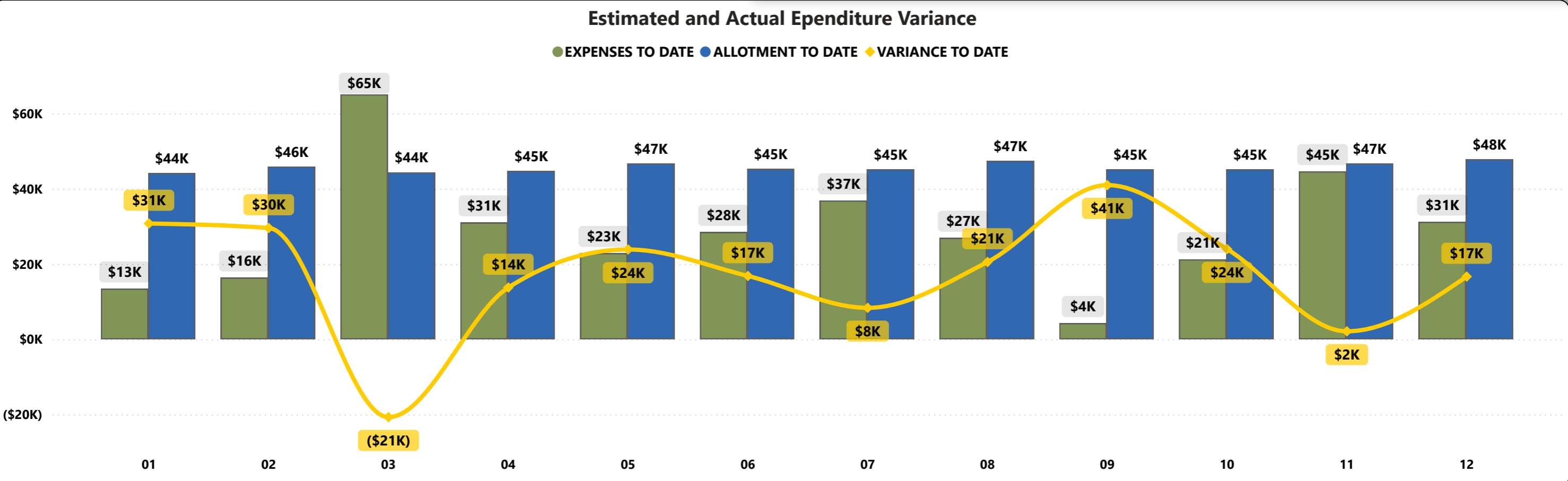
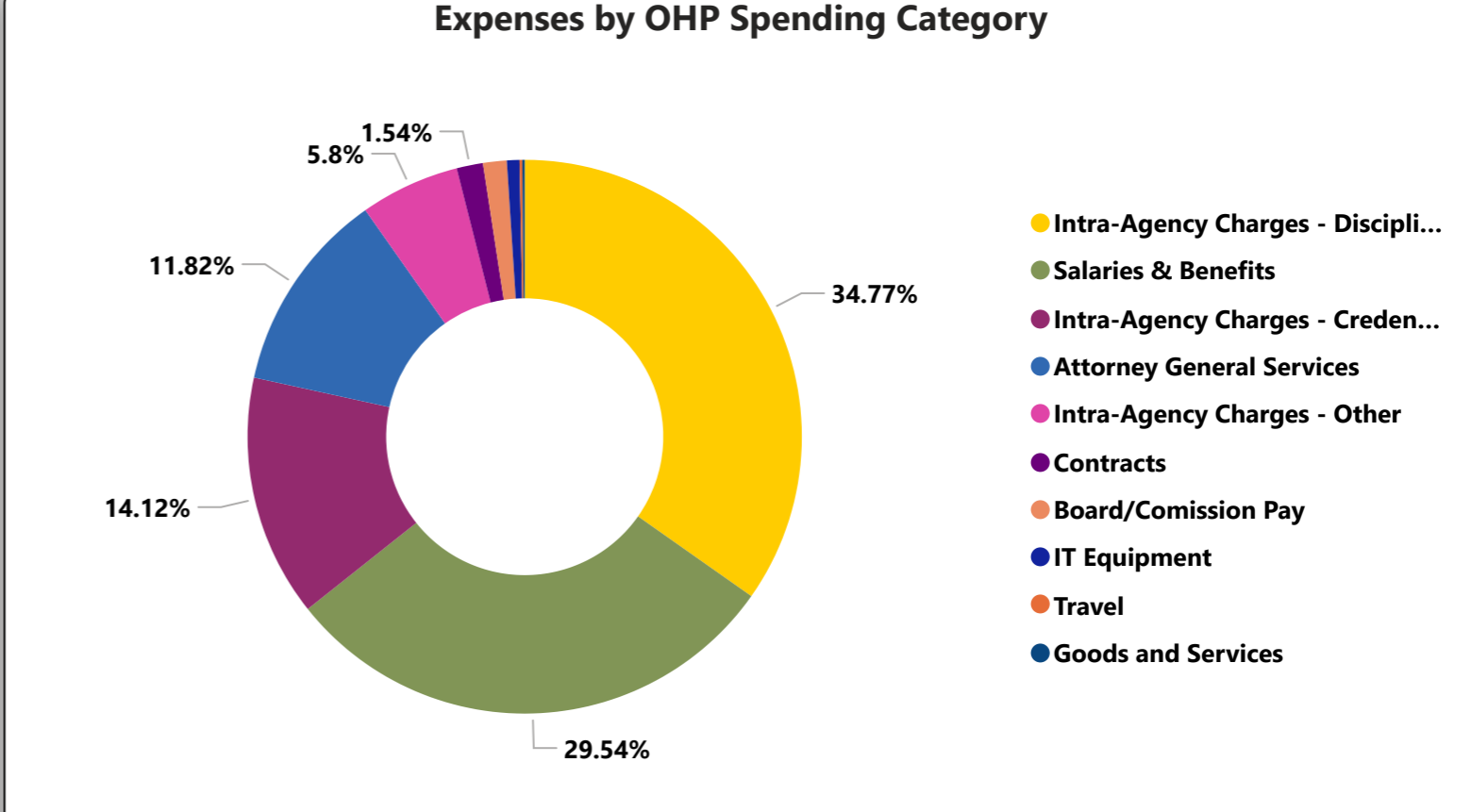
Revenue

\$763.61K

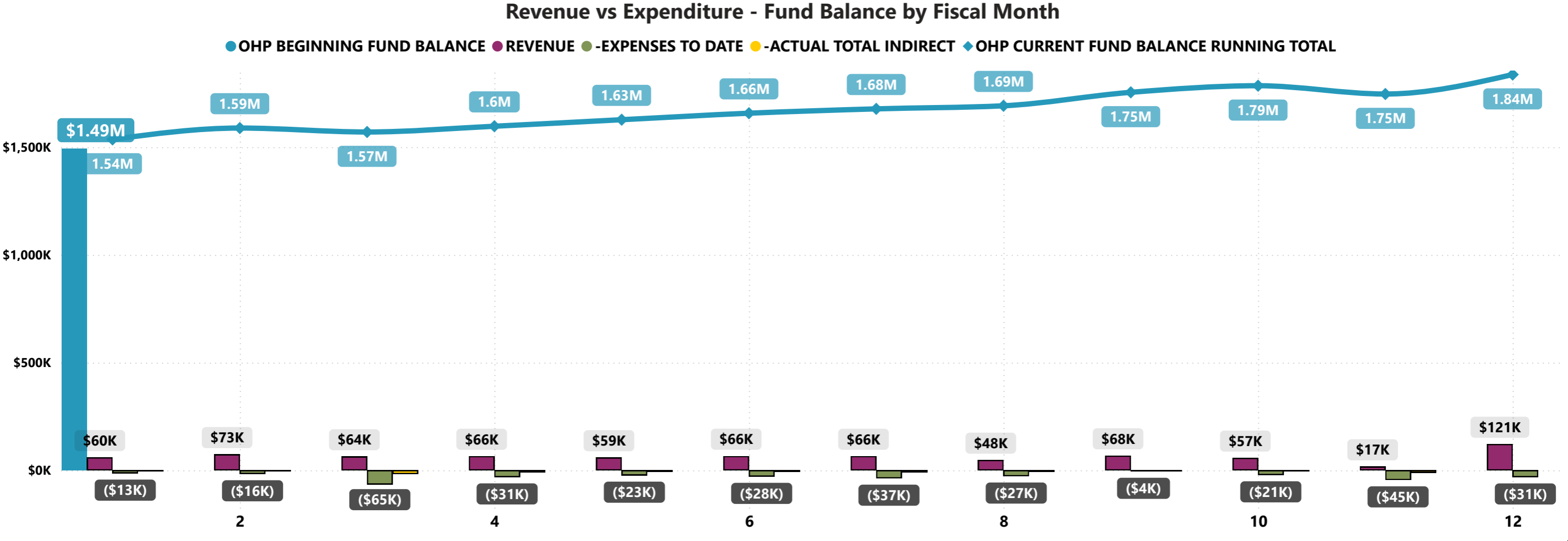
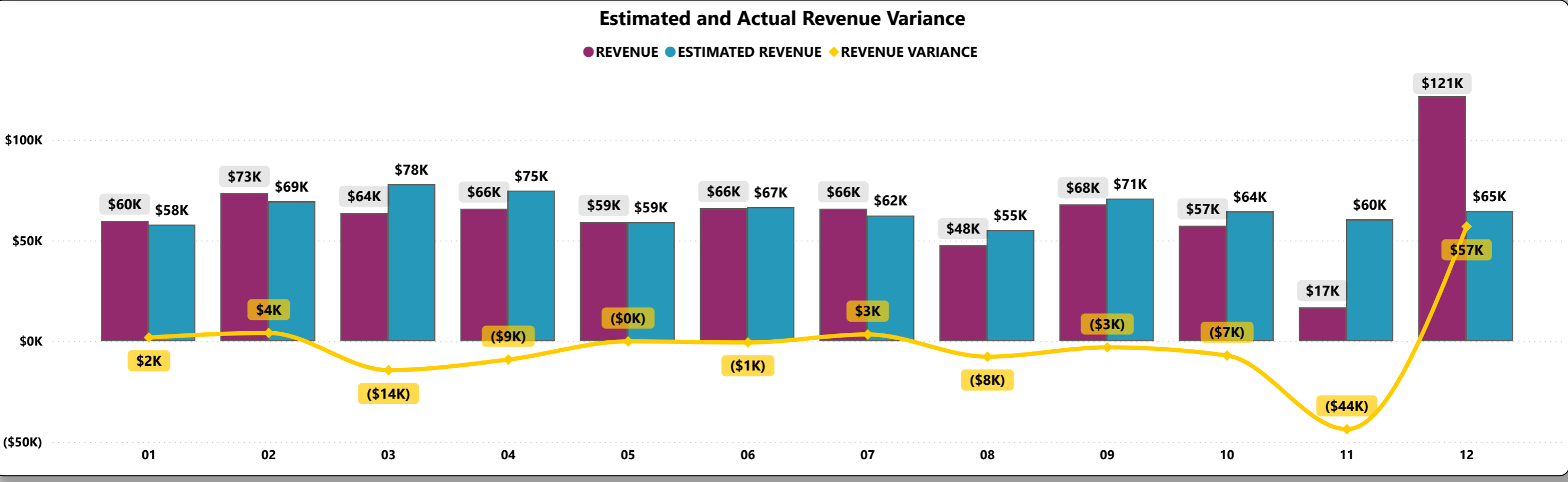
Expenses+ Total Indirect+HELMS

\$428.86K

Master Indexes Title	ALLOTMENT TO DATE	EXPENSES TO DATE	VARIANCE TO DATE	ACTUAL TOTAL INDIRECT
NATUROPATHIC PHYSICIAN	\$548,613	\$343,945	\$204,668	\$77,925
Attorney General Services	\$66,996	\$40,416	\$26,580	
Board/Comission Pay	\$6,000	\$4,727	\$1,273	
Contracts	\$7,392	\$5,250	\$2,142	
Goods and Services	\$2,561	\$2,829	(\$268)	
Indirect				\$77,925
Intra-Agency Charges - Credentialing	\$49,973	\$47,931	\$2,042	
Intra-Agency Charges - Discipline	\$250,414	\$118,879	\$131,535	
Intra-Agency Charges - Other	\$27,493	\$19,837	\$7,656	
IT Equipment	\$2,496	\$2,499	(\$3)	
Salaries & Benefits	\$131,088	\$101,022	\$30,066	
Travel	\$4,200	\$556	\$3,644	
Total	\$548,613	\$343,945	\$204,668	\$77,925



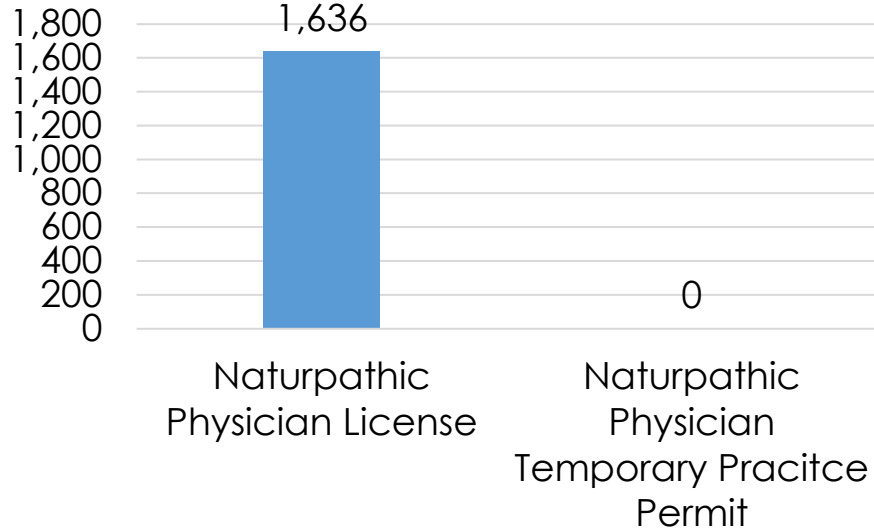
Health Professions	ESTIMATED REVENUE	REVENUE	REVENUE VARIANCE
Naturopathic Physician		\$782,933.00	\$763,609 (\$19,324)
Total		\$782,933.00	\$763,609 (\$19,324)



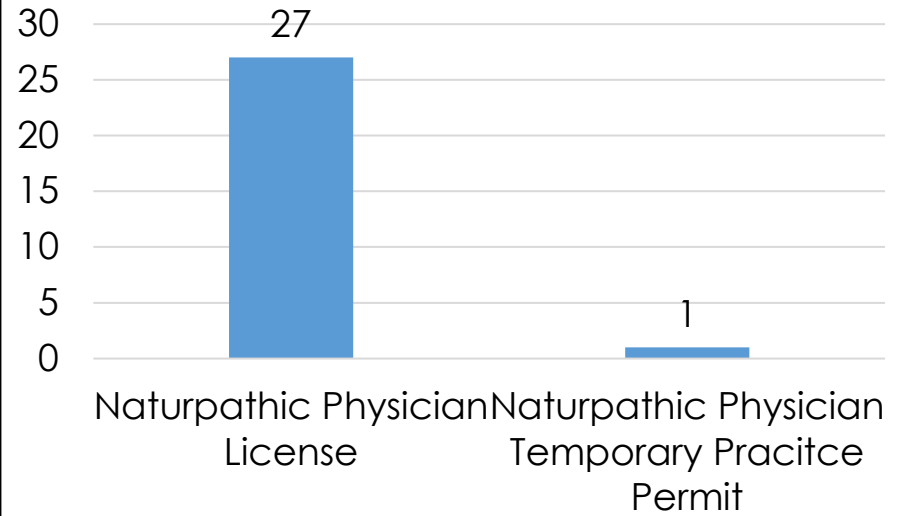


BOARD OF NATUROPATHY
August 9, 2024

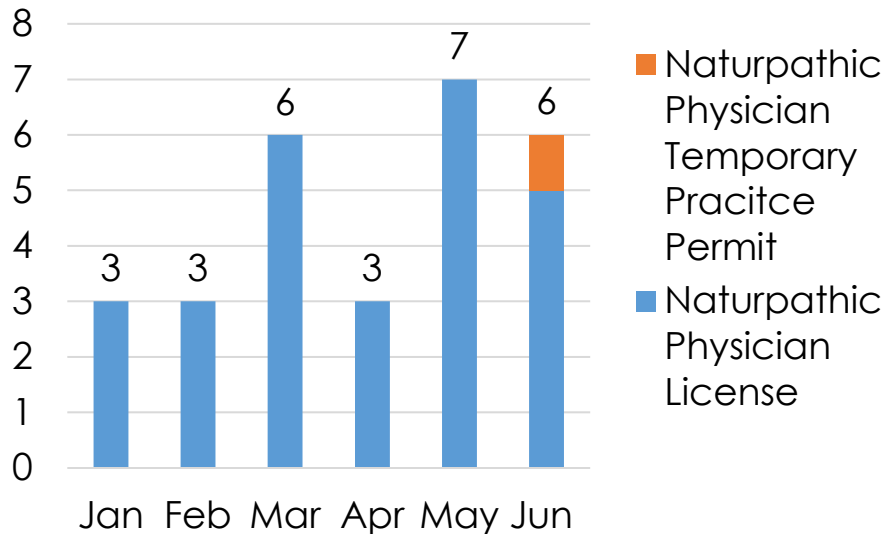
Active Status Counts



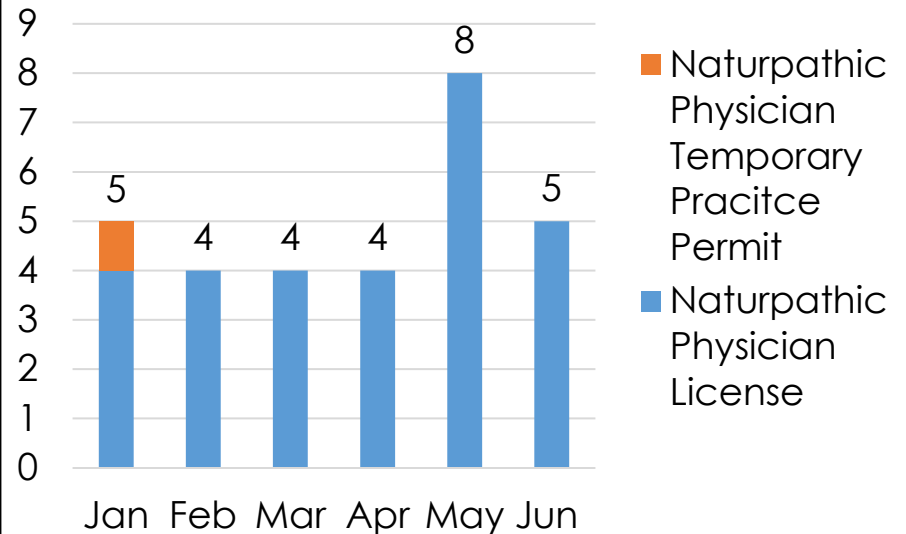
Pending Status Counts



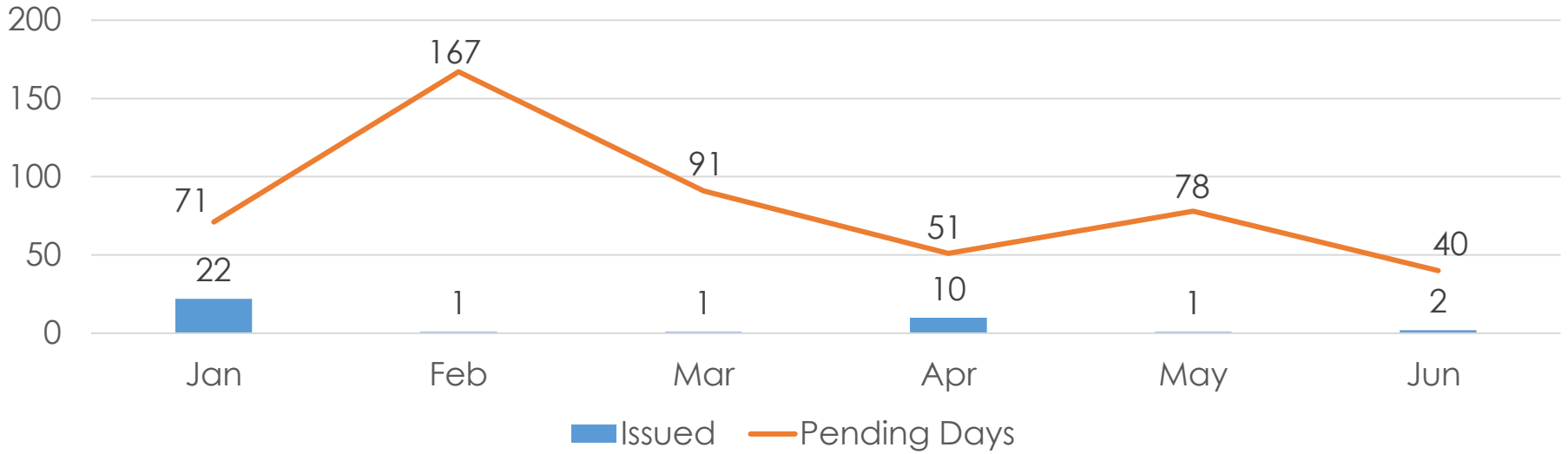
Applications Received



Credentials Expiring by Month



Overall Application Processing Time



Updates:

Contact Information

DOH website: www.doh.wa.gov

Licensing/Certification link for requirements and forms and the
Provider Credential Search link for credential status

QA/CQI Administrator:

Zach Patnode zachary.patnode@doh.wa.gov

Section Executive Director:

James Chaney ulysses.chaney@doh.wa.gov

Deputy Credentialing Manager:

Hyon Yi hyon.yi@doh.wa.gov 360-236-4894

Health Professions Supervisor

Danielle Dooley danielle.dooley@doh.wa.gov 360-236-4669



Washington State Department of Health is committed to providing customers with forms and publications in appropriate alternate formats. Requests can be made by calling 800-525-0127 or by email at civil.rights@doh.wa.gov. TTY users dial 711.