



GOVERNMENT OF GUAM

DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES  
*DIPATTAMENTON SALUT PUPBLEKO YAN SETBISION SUSIAT*



LOURDES A. LEON GUERRERO  
MAGA'HAGAN GUAHAN  
GOVERNOR OF GUAM

JOSHUA F. TENORIO  
SEGUNDO MAGA'LAHEN GUAHAN  
LT. GOVERNOR OF GUAM

THERESA C. ARRIOLA, MBA  
DIRECTOR

PETERJOHN D. CAMACHO, MPH  
DEPUTY DIRECTOR

AMANDA LEE SHELTON, MPA  
DEPUTY DIRECTOR

## **Duty to Report**

All healthcare licensees in Guam have a lawful obligation to report specific events to the **Health Professional Licensing Office (HPLO)** and must do so **within 30 days** of the occurrence.

Failure to comply may result in disciplinary action. The following is a list of occurrences that must be reported.

### **I. Updating License Records**

#### **1. Change of Contact Information**

Licensees must notify the Board of any changes to their home or practice address, phone number, or regularly used email address **within 30 days** of the change.

#### **2. Change of Name**

Notify the Board within **30 days** of a legal name change. Submit a notarized or certified copy of the legal document (e.g., marriage certificate, divorce decree). Unofficial copies are not accepted.

#### **3. Supervision of Physician Assistants**

Physicians supervising a PA must report the supervisory relationship **at the time of license renewal**.

### **II. Mandatory Reporting**

#### **1. Malpractice Judgments or Settlements**

Each licensee, including a licensee holding an inactive license, shall report to the board every adverse judgment and every settlement of a claim against the licensee in a malpractice action to which the licensee is a party. The report, together with a copy of the judgment or settlement, must be filed with the board **within 30 days** from the date of said judgment or settlement.

#### **2. Wrongful Acts or Omissions**

Licensees shall file a report with the board when the licensee has knowledge that another licensee may have engaged in wrongful acts or omissions that are grounds for license revocation or suspension or that otherwise constitute negligence,

careless acts or omissions that demonstrate a licensee's inability to practice medicine competently, safely, or within the bounds of medical ethics. The report shall be filed with the board **within 30 days** from the date the licensee acquires knowledge of the reportable conduct.

**3. Disciplinary Actions in Other Jurisdictions**

Each licensee, including a licensee holding an inactive license, shall report to the board every license revocation, suspension, or terminations taken against the licensee by a professional licensing authority of another state, an agency of the United States government, or any country, territory or other jurisdiction. The report must be filed with the board **within 30 days** from the date of the action against the physician's license.

**4. Child or Dependent Adult Abuse**

Each licensee shall report child abuse and dependent adult abuse as required by state and federal law (19 Guam Code Ann. § 13201 et seq.) and (10 Guam Code Ann. § 2950 et seq.). Contact Guam's Child Protective Services (CPS) at 671-475-2672 or 671-475-2653, Adult Protective Services (APS) at 671-735-7415 or 671-632-8853 or Guam Police Department (GPD) at 911.

**5. Retirement or Closure of Practice**

Physicians must notify the Board of the **location of patient records within 30 days** of retirement or closing their practice.

**6. Unprofessional or Illegal Conduct**

Report knowledge of incompetence, gross negligence, or sexual/illegal misconduct of another licensee.

**7. Impaired Professionals**

Physicians treating another physician for substance abuse or mental health disorders must report if the individual poses a potential risk to patients or the public.

**8. Hospital Privileges Actions**

- **Duty of licensee to report:** A licensee must report to the Board if the licensee's hospital privileges have been denied, revoked, suspended, or limited by a hospital or other health care facility for disciplinary reasons. *This does not apply to a temporary suspension pending completion of medical records.*
- **Duty of hospital to report:** A hospital that revokes, suspends, conditions, restricts, or refuses to grant hospital privileges to, or imposes a consultation requirement on, a physician must report it to the Board within seven (7) working days after the action is taken. A hospital must also report to the Board if a physician resigns hospital staff privileges while under

investigation by the hospital or a committee of the hospital and the investigation could result in the revocation, suspension, conditioning, or restricting of, or the refusal to grant, hospital privileges, or in the imposition of a consultation requirement. A report is required regardless of whether the person voluntarily agrees to the action taken by the hospital. A report is not required if the sole reason for the action is the person's failure to complete hospital records in a timely manner or to attend staff or committee meetings.

#### **9. Criminal or Disciplinary Actions**

A licensee must report to the Board within 30 days of any disciplinary action against the licensee taken by another licensing jurisdiction, health care entity, or law enforcement agency. A licensee must report to the Board **within 30 days** of any conviction of a crime.

#### **10. Abuse and Neglect Reporting**

Licensees must report confirmed or suspected abuse/neglect of children, vulnerable adults, or incidents of domestic/sexual violence.

#### **11. Communicable Disease Reporting**

(This is required to be reported to the Guam Department of Public Health and Social Services, Office of Epidemiology & Research)

Healthcare providers and laboratories have a duty to report certain communicable diseases to the Department of Public Health and Social Services.

Diseases are categorized (e.g., Class I, Class II) with different reporting timeframes (e.g., immediate phone report for Class I, within 48 hours for Class II)

### **III. Hospital disciplinary action or to avoid hospital disciplinary action**

Physicians shall file with the board a written report describing any disciplinary action taken by a hospital for reasons relating to the physician's professional competence or conduct which results in a limitation, restriction, suspension, revocation, relinquishment or nonrenewal of the licensee's hospital privileges or any voluntary limitation, restriction, suspension, revocation, relinquishment or nonrenewal of the licensee's hospital privileges to avoid an investigation or other hospital disciplinary action.

A licensee is not required to report a limitation, restriction, suspension, revocation, relinquishment or nonrenewal of the licensee's privileges of fewer than 10 days. A licensee is not required to report a voluntary, non-disciplinary limitation or relinquishment of hospital privileges upon the election of the licensee to narrow or change the nature of the licensee's medical practice for reasons not related to competency or conduct. The written report and a copy of the hospital disciplinary action

or the licensee's voluntary action must be filed with the board within 30 days of the date of the action.

Hospital disciplinary action (*physicians who serve as chief of medical staff*)

A full and confidential report concerning any final hospital disciplinary action approved by a hospital board of trustees that results in a limitation, suspension, or revocation of a physician's privilege to practice for reasons relating to the physician's professional competence or professional conduct, or concerning any voluntary surrender or limitation of privileges for reasons relating to professional competence or professional conduct shall be made to the board by the hospital administrator or **chief of medical staff** within ten days of such action.

#### **IV. Entities Required to Report to HPLO**

1. Licensed healthcare professionals (including those with multistate licenses and military portability licenses)
2. Hospitals, clinics, nursing homes, and behavioral health facilities
3. Guam Medical Association
4. Guam Nurses Association
5. Guam Medical Society
6. Primary insurers, self-insured, and Health Maintenance Organizations
7. Guam Pharmacists Association
8. Guam Psychological Association

Thank you for your attention to these critical reporting obligations. Your adherence to these duties is paramount to maintaining the integrity of our healthcare system and safeguarding the health and safety of the people of Guam. Your diligent reporting plays a vital role in maintaining public trust in our licensed healthcare professionals.

Should you have any questions regarding your reporting responsibilities, please do not hesitate to contact our office at 671-735-7404-12 or via email at [hplo@dphss.guam.gov](mailto:hplo@dphss.guam.gov).

Thank you,

Breanna B.F. Sablan  
Acting Health Professional Licensing Office (HPLO) Administrator