

## **Procedure for Expediting Emergency Medical Motions Filed in the Office of the Chair**

When the Office of the Chair receives an emergency medical motion, it shall first be given to the Chair's Agency Legal Specialist, who shall promptly record receipt of the motion and gather all relevant facts. Upon completion of a brief fact-finding stage, the motion and related information shall immediately be forwarded to the Chair for decision. Upon the Chair's timely decision, the Agency Legal Specialist shall prepare a written Order and send it to all parties. A copy of the Order shall be maintained in the Chair's office.

If the Chair is absent from the office upon receipt of an emergency medical motion, the Chair's Agency Legal Specialist shall refer the matter to any available Commissioner who, after attempting to contact the Chair, shall decide the matter. If the Chair and the Chair's Agency Legal Specialist are both absent from the office, the recipient of an emergency medical motion shall deliver it to the Chair's Administrative Assistant who shall record receipt of the motion and deliver it to a Commissioner who, after attempting to contact the Chair, may decide the matter. That Commissioner's Agency Legal Specialist shall prepare the written Order and send it to all parties. A copy of the Order shall be forwarded to the Chair's office, where it shall be maintained.