



COMMONWEALTH of VIRGINIA

Sandra Whitley Ryals
Director

Department of Health Professions
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August 6, 2007

Shama Begum Saiyed, M.D.
5631 Barnsley Place
Glen Allen, Virginia 23059

UPS OVERNIGHT MAIL
1Z 236 087 22 1005 8330

Re: *Applicant for Licensure*

Dear Dr. Saiyed:

This letter is official notification that an informal conference of the Virginia Board of Medicine will be held on August 10, 2007, at 1:30 p.m., at 6603 West Broad Street, Fifth Floor, Richmond, Virginia. In accordance with §§ 2.2-4019 and 2.2-4021 of the Code of Virginia (1950), as amended ("Code"), this informal conference will be held before the Credentials Committee of the Virginia Board of Medicine. This informal conference will be convened as a public meeting pursuant to § 2.2-3700 *et seq.* of the Code. The burden rests upon you, as the applicant, to demonstrate that you are safe and competent to practice medicine and surgery in the Commonwealth of Virginia.

In considering your Application for a License to Practice Medicine and Surgery, the Committee will act upon evidence that grounds may exist to refuse to issue you a license. Specifically, you may be in violation of Sections 54.1-2915.A(18) and 18 VAC 85-20-140.E(2) of the Regulations of the Board of Medicine, in that you failed to complete steps 1, 2 and 3 of the USMLE examination within a seven (7) year period, as required by the Board.

After consideration of all information, the Committee may:

1. Approve your Application for a License to Practice Medicine and Surgery;
2. Recommend to the Board that you be licensed and that you be issued a reprimand, placed on probation or otherwise be subject to terms and conditions and/or assessed a monetary penalty.
3. Recommend findings of fact and conclusions of law that your application be denied.

4. Refer the matter to a formal administrative hearing before the Board.

Board's Review of the Credentials Committee's Recommended Decision

If you **appear in person or by counsel at the informal conference**, the recommendation of the Credentials Committee will be presented to a quorum of the Board. The Board may accept or modify the recommendation, or reject the recommendation and move the case to formal hearing. If you do not agree with the decision of the Board, you have the right to a formal administrative hearing before the Board.

If you **fail to appear in person or by counsel at the informal conference**, the recommendation of the Credentials Committee will be presented to a quorum of the Board. The Board may accept or modify the recommendation, or reject the recommendation. The Board's decision regarding the Credentials Committee's recommendation is a final order that can only be appealed to circuit court as provided by Rule 2A:2 of the Supreme Court of Virginia.

You have the right to information that will be relied upon by the Credentials Committee in making a decision. Therefore, I enclose a copy of the documents that will be distributed to the Committee, and will be considered when discussing your application with you and when deliberating upon your case. These documents are enclosed only with the original notice sent by certified mail, and must be claimed at the post office. Further, if you retain counsel, it is your responsibility to provide the enclosed materials to your attorney.

To facilitate this proceeding, you should bring seven copies of any documents you wish for the Committee to consider. Your documents may not be submitted by facsimile or e-mail.

You may be represented by an attorney at the informal conference. If you obtain counsel, you should do so as soon as possible, because absent good cause to support a request for a continuance, the informal conference will be held on August 10, 2007. A request to continue this proceeding must state **in detail** the reason for the request and must establish good cause. Such request must be made, in writing, to me at the address listed on this letter and must be received by 12 noon on August 9, 2007. Only one such motion will be considered. Absent critical circumstances, such as personal or family illness, a request for a continuance after August 9, 2007 will not be considered.

Should you decide to withdraw your application, you may do so at any time prior to the credentials committee reaching its recommended decision.

If the Board denies your application for licensure, the Department of Health Professions may be required to report that denial to the National Practitioner Data Bank, the Healthcare Integrity and Protection Data Bank, the Federation of State Medical Boards, and other applicable reporting entities.

Relevant sections of the Administrative Process Act, which govern proceedings of this nature, as well as laws relating to the practice of medicine and other healing arts in Virginia cited in this notice can be found on the Internet at <http://leg1.state.va.us>. To access this information, please click on the *Code of Virginia* for statutes and *Virginia Administrative Code* for regulations.

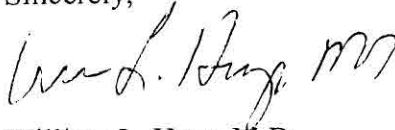
Notice of Informal Conference – Shama B. Saiyed, M.D.

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Please advise the Board, in writing, of your intention to be present. If you have any questions regarding this notice, please contact Leigh C. Kiczales, Adjudication Specialist, Administrative Proceedings Division, at (804) 662-7677.

Sincerely,



William L. Harp, M.D.
Executive Director
Virginia Board of Medicine

Enclosures:

Informal Conference Package (16 pages)

Map

Cc: Emily O. Wingfield, Chief Deputy Director, Department of Health Professions
Amy Marschean, Assistant Attorney General
M. Ola Powers, Deputy Executive Director, Licensing
Colanthia M. Opher, Operations Manager, Board of Medicine
Lorraine McGehee, Deputy Director, Administrative Proceedings Division
Leigh C. Kiczales, Adjudication Specialist, Administrative Proceedings Divisions
Krystal Blanton, Discipline Specialist, Board of Medicine

