

KENNEWICK PUBLIC HOSPITAL DISTRICT

TRIOS MEDICAL GROUP BYLAWS

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KENNEWICK PUBLIC HOSPITAL DISTRICT
TRIOS MEDICAL GROUP BYLAWS

Article 1. DEFINITIONS

As used in these Bylaws, the following terms shall have the following meanings:

“Executive Director” means the chief non-medical administrative officer of Trios Medical Group.

“Bylaws” means the governing bylaws of Trios Medical Group.

“Chief Executive Officer/Superintendent” and “CEO/Superintendent” means the Chief Executive Officer/Superintendent of the District.

“Commission” means the Board of Commissioners of the District.

“District” means Kennewick Public Hospital District, Benton County, Washington, a municipal corporation organized and existing pursuant to Chapter 70.44 RCW.

“Employment Agreement” means the employment agreement entered into by each Provider employed by the District as a member of Trios Medical Group.

“Hospital” means Trios Health, which is owned and operated by the District and located in Kennewick, Washington.

“Medical Director” means the chief medical officer of Trios Medical Group.

“Medical Staff” means all Providers who are members of the Trios Health Medical Staff as defined by the Trios Health Medical Staff Bylaws.

“Mid-Level Provider” means a Certified Physician’s Assistant (PA/C) and/or Advanced Registered Nurse Practitioner (ARNP) who is licensed to practice medicine in the state of Washington and other mid-level provider categories designated by the Provider Operating Committee, Executive Director and CEO/Superintendent.

“Physician” means an allopathic or osteopathic physician who is licensed to practice medicine in Washington pursuant to Chapter 18.71 RCW or Chapter 18.57 RCW and who satisfies such other criteria as may be established by the Commission from time to time.

“Provider Operating Committee” means the governing body of Trios Medical Group elected or appointed pursuant to Article 6 hereof.

“POC Member” means any person elected or appointed to the Provider Operating Committee pursuant to Article 6 hereof.

“TMG Member” means any Physician or Mid-Level Provider who satisfies the qualifications for membership in Trios Medical Group specified in section 3.2 hereof.

“Trios Medical Group” means the operating division of the District established by the Commission to provide health care services through Providers employed by the District.

“TMG Quality Assessment and Improvement Committee” means the committee of Trios Medical Group established pursuant to Article 9 hereof.

Article 2. PURPOSE

The purpose of these Bylaws is to define the additional qualifications, responsibilities and rights of the TMG Members beyond those specified in each TMG Member’s Employment Agreement.

Article 3. TRIOS MEDICAL GROUP MEMBERSHIP

3.1 Nature of Trios Medical Group Membership

Membership in Trios Medical Group shall be extended only to Providers employed by the District who continuously meet the qualifications, standards and requirements set forth in the Employment Agreement and these Bylaws. No new TMG Members shall be added to Trios Medical Group by the District prior to consulting with the Provider Operating Committee regarding the proposed TMG Member. Membership in Trios Medical Group shall confer on the TMG Member only such rights as have been granted by the Commission in accordance with these Bylaws.

Acceptance of employment by the District and membership in Trios Medical Group constitutes acceptance of responsibility to participate in the affairs of Trios Medical Group, to discharge assigned responsibilities, to work in aid of the purposes of Trios Medical Group and the District, and to be governed by these Bylaws, and the policies of the District. If the Provider is a TMG Member of the Medical Staff, he or she will also be governed by the bylaws and policies of the Medical Staff.

3.2 Qualifications for Trios Medical Group Membership

The following constitute the qualifications for membership in Trios Medical Group:

- a. Each TMG Member shall be employed by the District pursuant to a written Employment Agreement upon the terms and in a form substantially similar to the form then used by Trios Medical Group; and
- b. Each TMG Member shall maintain such additional qualifications as may be established by policy by the Provider Operating Committee.

Article 4. RIGHTS AND RESPONSIBILITIES

4.1 Vote. Each TMG Member shall be entitled to one vote on each matter submitted to a vote at a meeting of the TMG Members.

4.2 Competence. Each TMG Member shall demonstrate current competence, including current knowledge, judgment, training and technique in his or her specialty area.

4.3 Behavior. Each TMG Member shall conduct his or her professional affairs within Trios Medical Group and the District in a courteous and professional manner and maintain satisfactory working relationships with professional colleagues and the District and its staff.

4.4 Professional Conduct. Each TMG Member shall refrain from acts and omissions constituting unprofessional conduct under state licensing laws and regulations or fraud or other actionable conduct potentially subject to penalty or criminal sanction under the Medicare/Medicaid fraud and abuse law and regulations.

4.5 Ability to Perform Essential Job Functions. Each TMG Member shall be capable of performing his or her essential job functions with reasonable accommodation as defined by federal and state disabilities laws.

4.6 Cooperation with Peer Review. Each TMG Member shall cooperate in any review of that TMG Member's or any other TMG Member's credentials, qualifications, or compliance with these Bylaws. Each TMG Member shall refrain from directly or indirectly interfering, obstructing or hindering any such review, whether by withholding information, by refusing to serve or participate in assigned responsibilities, or otherwise.

4.7 Quality Assessment and Improvement. Each TMG Member shall work cooperatively with the Provider Operating Committee, the TMG Quality Assessment and Improvement Committee and officers of Trios Medical Group to assure compliance with the guidelines and quality assessment and improvement plan(s) established by the Provider Operating Committee, the TMG Quality Assessment and Improvement Committee, and/or the District.

4.8 Compliance with Rules. Each TMG Member shall abide by the terms and conditions of these Bylaws, the policies of Trios Medical Group, the policies of the Hospital, the bylaws and rules and regulations of the Medical Staff, and his or her Employment Agreement.

4.9 Nondiscrimination. Membership in Trios Medical Group shall not be denied on the basis of sex, race, color, creed or national origin, or on any other basis prohibited by federal, state or local employment discrimination laws.

4.10 Teaching. Each TMG Member shall contribute to the teaching mission of Trios Health pursuant to the policies adopted by the Provider Operating Committee.

Article 5. MEETINGS OF TMG MEMBERS

5.1 Invitation to Participate in Annual POC Meeting. TMG Members shall be invited to participate in the annual meeting of the Provider Operating Committee, which shall be held once each calendar year at such time and such location as the Provider Operating Committee shall determine.

5.2. Special TMG Meetings. Special meetings of the TMG Members may be called at any time by the Provider Operating Committee, the Commission or at the written request of at least twenty-five percent (25%) of the TMG Members. No business shall be transacted at any special meeting except that stated in the special meeting notice.

5.3 Notice of TMG Meetings. Written notice of the annual meeting of the Provider Operating Committee and a special meeting of TMG Members stating the place, date and time of the meeting and, in case of a special meeting, the purpose or purposes for which the meeting is called, shall be given not less than ten (10) days before the date of the meeting, either personally or by the Hospital's interoffice mail or by email to each TMG Member's Trios Medical Group email account, by or at the direction of the Medical Director, the Chairman of the Provider Operating Committee, the Commission or the persons calling the meeting, to each TMG Member. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail, addressed to the TMG Member at the TMG Member's office as it appears on the records of Trios Medical Group, with postage thereon prepaid.

5.4 Quorum. Representation, in person or by proxy, by no less than twenty-five percent (25%) of all TMG Members shall constitute a quorum at all meetings of TMG Members.

5.5 Voting and Proxies. Each TMG Member shall be entitled to one (1) vote in person or by proxy with respect to each matter submitted to a vote of the TMG Members. Except with respect to approving amendments to the Bylaws, when a matter is submitted to a vote of the TMG Members, such matter shall be approved if a majority of the votes cast at a meeting at which a quorum is present vote in favor of approval. Each proxy shall be in writing and signed by the TMG Member. All proxy appointment forms shall be filed with the Chairman of the Provider Operating Committee before or at the commencement of the meeting at which a vote is to be taken. No unrevoked proxy appointment form shall be valid after ninety (90) days from the date of its execution. No proxy appointment may be effectively revoked until notice in writing or such revocation has been given to the Chairman of the Provider Operating Committee by the TMG Member appointing the proxy.

Article 6. **PROVIDER OPERATING COMMITTEE**

6.1 Powers. The medical and administrative affairs of Trios Medical Group shall be vested in the Provider Operating Committee, with all the powers authorized by the Commission and these Bylaws.

6.2 Duties. The Provider Operating Committee is responsible for performing, or ensuring the performance of the following duties:

- a. Recruiting, training and managing TMG Members in a manner that ensures the efficient delivery of quality health care services in a coordinated, cost-effective manner.
- b. Initiating and maintaining rules, regulations and policies for the self-governance of the internal affairs of Trios Medical Group, including each of its clinics, consistent with these Bylaws.
- c. Promoting quality care for all patients treated by the District, to which end Trios Medical Group shall abide by and perform in an official capacity for the District a quality assessment and improvement program as adopted by the Provider Operating Committee and approved by the Commission.
- d. Preparing, in consultation with the District Chief Financial Officer, and submitting for the review of the CEO/Superintendent, and ultimately the Commission, on an annual basis, recommendations for an operating and capital budget for Trios Medical Group.
- e. Preparing, and submitting for the review of the TMG Members and the CEO/Superintendent, and ultimately the Commission, recommendations for revisions, if any, to the compensation plan for TMG Members, including compensation for both patient care and administrative services, and recommendations regarding all other terms and conditions of employment of the TMG Members, including terms of the Employment Agreement.
- f. Preparing, and submitting for the review of the CEO/Superintendent, and ultimately the Commission, on an annual basis, recommendations for a Provider recruitment and geographic expansion plan for Trios Medical Group.
- g. Performing such other duties as may be reasonably requested by the Commission or the CEO/Superintendent from time to time.

6.3 Composition of the Provider Operating Committee. The Provider Operating Committee shall be composed of seven (7) elected POC Members with voting rights and the Medical Director who shall be an ex-officio POC Member with the right to vote. The Executive Director, CEO/Superintendent, and two (2) Commission representatives appointed by the Commission shall be ex-officio POC Members without the right to vote and shall be permitted to attend all meetings of the Provider Operating Committee. Up to one additional Commissioner may attend meetings of the Provider Operating Committee on a rotational basis as determined by the Commission.

6.4 Qualifications of Elected POC Members. Elected POC Members shall be TMG Members in good standing and employees of the District at the time of nomination and election and shall remain TMG Members and employees of the District during their terms of office. Failure to maintain such qualifications shall immediately create a vacancy in the office involved.

6.5 Nominations. Candidates for the elected positions on the Provider Operating Committee may be nominated by one or more of the following methods: (1) two TMG Members may nominate a candidate; (2) the Chairperson may nominate a candidate; or (3) an elected POC Member may nominate a candidate. No person shall be nominated without the nominee's consent.

6.6 Election of POC Members. POC Members shall be elected at the annual meeting of the Provider Operating Committee by majority vote of voting POC Members. Election of POC Members is subject to confirmation by the CEO/Superintendent and the Commission. In the event of failure of confirmation, the person then holding the position will continue in office until another person has been elected by Trios Medical Group and approved by the CEO/Superintendent. A POC Member shall abstain from a vote for such POC Member's reelection.

6.7 Term of Office. All elected POC Members with terms beginning after January 1, 2016 shall serve for a term of four (4) years beginning on the date specified by the Provider Operating Committee and continuing until four (4) years thereafter or until a successor is elected and confirmed as stated above. Elected POC Members with terms starting prior to January 1, 2016 shall serve out their existing three (3) year term or until a successor is elected and confirmed as stated above. No elected POC Member shall serve more than three (3) consecutive terms.

6.8 Resignation. Any POC Member may resign at any time by delivering written notice to the Chairperson of the Provider Operating Committee or to the Executive Director or by giving oral notice at any meeting of the Provider Operating Committee. Any such resignation shall take effect at any subsequent time specified therein, or if the time is not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

6.9 Vacancies. Any vacancy between annual meetings of the Provider Operating Committee of a position on the Provider Operating Committee, whether by reason of death, disability, resignation or removal, shall be filled until the next annual meeting by the Chairperson of the Provider Operating Committee and approved by the Commission.

6.10 Removal of a POC Member. Removal of a POC Member may be accomplished by a 2/3 majority vote of all TMG Members, 3/4 vote of all voting POC Members, by the Commission, or by the CEO/Superintendent.

6.11 Insurance. The acts and omissions of a POC Member acting in good faith within the scope of his/her duties as a POC Member are subject to the District's policies of insurance consistent with the terms and conditions therein.

6.12 Trios Medical Group Policies. The Provider Operating Committee shall adopt such policies as may be necessary to implement more specifically the general principles found within these Bylaws, subject to the approval of the CEO/Superintendent. The policies and procedures shall be construed in a manner consistent with these Bylaws, and in the event of any irreconcilable inconsistency, these Bylaws shall control.

Article 7. MEETINGS OF THE PROVIDER OPERATING COMMITTEE

7.1 Annual Meeting. The annual meeting of the Provider Operating Committee shall be held annually at such a time and such a location as determined by the Provider Operating Committee. The annual meeting of the Provider Operating Committee shall be held for the purpose of electing POC Members and transacting other business.

7.2 Regular Meetings. Regular meetings of the Provider Operating Committee shall be held at such place and on such day and hour as shall from time to time be fixed by resolution of the Provider Operating Committee.

7.3. Special Meetings. Special meetings of the Provider Operating Committee may be held at any place, at any time, whenever called by the Chairman of the Provider Operating Committee, or any two (2) or more POC Members.

7.4 Notice of Meetings. Notice of special meetings of the Provider Operating Committee stating the time and place thereof shall be delivered at least ten (10) days prior to the date set for such meeting by the person or person authorized to call such meeting. Written notice may be either by personal delivery to each POC Member or by mail addressed to the business address of each POC Member or by facsimile or by e-mail to the POC Member's Trios Medical Group email account. If no place for such meeting is designated in the notice thereof, the meeting shall be held at the principal place of business of the Trios Medical Group. Any POC Member may waive notice of any meeting at any time. The attendance of a POC Member at a meeting shall constitute a waiver of notice of the meeting except where a POC Member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully convened. Unless otherwise required by law, neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Provider Operating Committee need be specified in the notice of waiver of notice of such meeting.

7.5 Quorum and Voting. Representation in person by not less than four voting POC Members, and either the Medical Director or the Executive Director, constitutes a quorum for the transaction of business. The act of the majority of the voting POC Members present at a meeting at which a quorum is present shall be the act of the Provider Operating Committee except as otherwise limited by these Bylaws. Each voting POC Member shall be entitled to one (1) vote in person or by proxy with respect to each matter submitted to a vote of the Provider Operating Committee. All proxy appointment forms shall be filed with the Chairman of the Provider Operating Committee before or at the commencement of the meeting at which a vote is to be taken. No unrevoked proxy appointment form shall be valid after thirty (30) days from the date of its execution. No proxy appointment may be effectively revoked until notice in writing or such revocation has been given to the Chairman of the Provider Operating Committee by the POC Member appointing the proxy.

7.6 Telephone Communications. Any action required or that may be taken at a meeting of the Provider Operating Committee may be taken by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear or communicate with each other during the course of the meeting.

7.7 Presumption of Assent. A POC Member who is present at a meeting of the Provider Operating Committee at which action on any matter is taken shall be presumed to have assented to the action taken unless his or her dissent or abstention shall be entered in the minutes of the meeting or unless he or she shall file his written dissent to, or abstention from, such action with the person acting as secretary of the meeting before the adjournment. Such right to dissent or abstain shall not apply to a POC Member who voted in favor of such action.

7.8 Action by Provider Operating Committee Without a Meeting. Any action permitted or required to be taken at a meeting of the Provider Operating Committee or permitted or required to be taken at a meeting of a committee may be taken without a meeting if a consent in writing setting forth the action so taken, shall be signed by all the POC Members. Action taken by written consent is effective when the last POC Member signs the consent, unless the consent specifies a later effective date.

Article 8. OFFICERS

8.1 Number. The officers of Trios Medical Group shall be the Medical Director who shall act as the Chairperson of the Provider Operating Committee and the Executive Director, each of whom shall be appointed by the CEO/Superintendent with approval by the Provider Operating Committee. Such other officers and assistant officers as may be necessary or appropriate may be elected or appointed by the Provider Operating Committee if approved by the CEO/Superintendent.

8.2 Duties of the Medical Director & Chairman of the Provider Operating Committee. The Medical Director and Chairman of the Provider Operating Committee shall:

- a. Call and preside at all meetings of Trios Medical Group and the Provider Operating Committee;
- b. Carry out such other duties as are assigned to the Chairman of the Provider Operating Committee in these Bylaws, by the CEO/Superintendent or which normally pertain to the office of Chairman of the Provider Operating Committee;
- c. Act in coordination and cooperation with the CEO/Superintendent and the Provider Operating Committee in all medical matters of mutual concern within the District;
- d. Enforce the Bylaws, Rules and Regulations of Trios Medical Group and the District;
- e. Represent the views, policies, needs and grievances of Trios Medical Group to the Commission and the CEO/Superintendent; and
- f. Carry out such other duties as are assigned to the Medical Director in these Bylaws, by the Provider Operating Committee, by the Commission or which normally pertain to the office of Medical Director.

8.3. Duties of the Executive Director. The Executive Director shall serve as the chief administrative officer of Trios Medical Group to:

- a. Supervise and direct the nonmedical business affairs of Trios Medical Group as directed by the Commission and the CEO/Superintendent;
- b. Perform such other duties as ordinarily pertain to his or her office.

Article 9. COMMITTEES

The Provider Operating Committee shall designate a Quality Assessment and Improvement Committee and, from time to time, may designate other special committees for such purposes and such duration as it shall deem appropriate, consistent with these Bylaws. Any TMG Members and/or administrative or professional staff may be appointed to special committees.

Article 10. CORRECTIVE ACTION

If, at any time, the Medical Director determines that a TMG Member has not complied or is not complying with the requirements of section 3.2, Qualifications for Trios Medical Group Membership, or Article 4, Rights and Responsibilities, of these Bylaws, or with any provision of the TMG Member's Employment Agreement referred to in section 3.2 of these Bylaws, the

Medical Director shall take corrective action. Corrective action by the Medical Director may include counseling, verbal or written warnings, or probation. Reassignment, suspension of duties, including without pay if the circumstances warrant, and, discharge with or without prior notice, as provided in the TMG Member's Employment Agreement, requires the concurrence of the Provider Operating Committee, CEO/Superintendent and the Executive Director.

Nothing in this article shall prevent or restrict the District from taking independent corrective or disciplinary action with respect to a TMG Member pursuant to the terms of his or her Employment Agreement.

Suspension may be used either as a corrective measure, to permit an investigation, to allow the Medical Director and/or the Provider Operating Committee to determine what corrective action should be taken, and/or to remove the TMG Member for a period of time from the clinic in which he or she is practicing.

Probation does not guarantee that the TMG Member will remain employed through the end of the probation period nor limit the right of the District or Trios Medical Group to take further corrective action.

The goal of corrective action is to correct unsatisfactory performance and/or to address the concerns to which the corrective action is directed. To that end, it is the policy of Trios Medical Group generally to take corrective action progressing from less to more severe. However, Trios Medical Group and the District reserves the right to take whatever action, and in whatever order, it deems appropriate under the circumstances, without regard to whatever action it may have taken in prior or other cases and circumstances.

Article 11. HEARING PROCEDURES

If a TMG Member feels aggrieved by any corrective action, other than counseling or verbal warnings, taken by the Medical Director, he or she may petition the Provider Operating Committee in writing for rescission or modification of such action. The Provider Operating Committee shall consider the TMG Member's petition at its next regularly scheduled meeting, or, if the Medical Director deems it necessary or the petitioning TMG Member submits a written request to the Medical Director, at a specially called meeting of the Provider Operating Committee. If requested in writing by the petitioning TMG Member, the specially called meeting shall be held within five working days after the written request is received by the Medical Director.

At such meeting, the Medical Director shall explain the circumstances and reasons on which the corrective action was based, and the TMG Member shall have the right to be heard on why the action should be rescinded or modified. In addition, the TMG Member shall have the right to have one or more TMG Members speak on his or her behalf. The right to be heard shall not include the right to cross-examine witnesses or be represented by legal counsel except as the Provider Operating Committee expressly permits on a case by case basis.

The Provider Operating Committee shall, after due deliberation, take such action as it deems appropriate to affirm, modify or reverse the corrective action taken by the Medical Director, and shall notify the TMG Member, the Medical Director and other interested parties in writing of its decision.

If the TMG Member wishes to appeal the decision of the Provider Operating Committee, he or she may petition the CEO/Superintendent in writing for review of such decisions, and the CEO/Superintendent, in his or her sole discretion, may or may not grant such review.

Article 12. RULES AND REGULATIONS

The Provider Operating Committee shall adopt such rules and regulations as may be necessary to implement more specifically the general principles found within these Bylaws, subject to the approval of the Commission. Such rules and regulations shall be a part of these Bylaws, except that they may be amended or repealed at any regular meeting of the TMG Members at which a quorum is present at a regular or special meeting on notice, by a two-thirds vote of the TMG Members present. Such changes shall become effective when approved by the Provider Operating Committee and the Commission. The rules and regulations shall be construed in a manner consistent with these Bylaws, and in the event of any irreconcilable inconsistency, these Bylaws shall control.

Article 13. AMENDMENTS

These Bylaws may be amended or repealed, or new Bylaws may be adopted, by the Provider Operating Committee with the approval of the Commission or by a two-thirds favorable vote of the TMG Members with the approval of the Commission. Any bylaw adopted, amended or repealed by the Provider Operating Committee, may be repealed, amended or reinstated by a two-thirds majority vote of the TMG Members with the approval of the Commission at the next meeting of the TMG Members following such action. Any bylaw adopted, amended or repealed by the Provider Operating Committee or the TMG Members shall become effective when approved by the Commission.

Article 14. ADOPTION

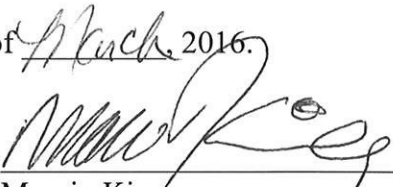
These Bylaws shall become effective when adopted by the existing Provider Operating Committee and approved by the Commission, and when so adopted and approved shall have full force and effect.

APPROVED BY the Provider Operating Committee on the 11th day of April 2016
2016.



Wassim Khawandi, M.D.
Medical Director and Chair of the Provider
Operating Committee of Trios Medical Group

APPROVED BY the Commission on the 31st day of March 2016.



Marvin Kinney
President of the Commission