

**WAC 182-526-0175 Prehearing meetings.** (1) A prehearing meeting is an informal meeting with a health care authority (HCA) hearing representative that may be held before any prehearing conference or hearing.

(2) The HCA hearing representative may contact the party who requested the hearing before the hearing date to arrange a prehearing meeting. Any party may also contact the HCA hearing representative to request a prehearing meeting.

(3) A prehearing meeting is voluntary, but strongly encouraged. A party is not required to request a prehearing meeting and is not required to participate in one. A party's refusal to participate in a prehearing meeting does not affect the party's right to a hearing.

(4) The prehearing meeting may include all or some of the parties, but does not include an administrative law judge (ALJ).

(5) The prehearing meeting gives the parties an opportunity to:

- (a) Clarify issues;
- (b) Exchange documents and witness statements;
- (c) Resolve issues through agreement or withdrawal; and
- (d) Ask questions about the hearing process and the laws and rules that apply.

(6) During a prehearing meeting:

- (a) The HCA hearing representative may:
  - (i) Explain the role of the HCA hearing representative in the hearing process;
  - (ii) Explain how a hearing is conducted and the relevant laws and rules that apply;
  - (iii) Explain the right to representation during the hearing;
  - (iv) Respond to questions about the hearing process;
  - (v) Identify accommodation and safety issues;
  - (vi) Distribute copies of the documents to be presented during the hearing;
  - (vii) Provide, upon request, copies of relevant laws and rules;
  - (viii) Identify additional documents or evidence a party may want or be required to present during the hearing;
  - (ix) Provide information about how to obtain relevant documents;
  - (x) Clarify the issues; and
  - (xi) Attempt to settle the dispute, if possible.

(b) Parties should explain their position and provide documents that relate to the case. Parties may consult legal resources.

(c) Parties may enter into written agreements or stipulations, including agreements that settle the dispute.

(7) A prehearing meeting may be held or information exchanged:

- (a) In person;
- (b) By telephone conference call;
- (c) Through correspondence; or
- (d) Any combination of the above that is agreeable to the parties.

[Statutory Authority: RCW 41.05.021 and 41.05.160. WSR 17-05-066, § 182-526-0175, filed 2/13/17, effective 3/16/17. Statutory Authority: 2011 1st sp.s. c 15 § 53, chapters 74.09, 34.05 RCW, and 10-08 WAC. WSR 13-02-007, § 182-526-0175, filed 12/19/12, effective 2/1/13.]