

ALLOPATHIC PHYSICIAN/PHYSICIAN ASSISTANT

- Physician has an MD license
- PA has an Allopathic license number beginning with MA

INSTRUCTIONS for REGISTRATION OF PHYSICIAN AS PRIMARY SUPERVISING PHYSICIAN

- Link to state forms: Application for Registration as Supervising Physician and Written Agreement Change Form
http://www.portal.state.pa.us/portal/server.pt/community/state_board_of_medicine/12512/licensure_information/599413#forms

STATE PAPERWORK REQUIREMENTS

- **Application for Registration as a Supervising Physician** must be completed when a new PA is hired or a primary supervising physician leaves and you need to assign another primary supervising physician..
 - Need for One primary supervising physician and One substitute physician on application
 - Answers to the application questions – written agreement
 - Templates available on the Medical Affairs intranet site through the managers tool kit under Allied Professional Staffing <http://medaffairs.slhn.org> .
 - Signature by the Primary Physician and PA
 - Check for \$35
 - Copy x 3 and maintain one for files at the practice site, one copy for enrollment and one copy for Medical Affairs

If an application is deemed complete by the state, the supervising physician and PA will receive notice by mail that the PA has the authority to begin practice immediately under a TMX number. A temporary primary supervising physician number will be issued. The state will then have 120 days to review the list of PA duties to see if they are appropriate. IF there is a discrepancy, the board will correspond with the practice until it is corrected within 120 days

- **Written Agreement Change Form** must be completed if:
 - You delete a physician assistant
 - Dissolve a written agreement
 - Make changes in Protocol, including changing job duties of the PA
 - Changing PA prescribing or dispensing privileges
 - Changing Practice Address (only if changing or adding a hospital practice location).

HOSPITAL PAPERWORK REQUIREMENTS

- **Primary Supervising Physician Acknowledgement Statement of Substitute Supervising Physicians Form**
 - Allows primary supervising physicians to designate PA to any credentialed physician
 - Keep on file at practice site
 - DO NOT send to the state

- **Primary Supervising Physician Acknowledgement Substitute Physicians Tracking Form**
 - Tracks all substitute physicians, must be signed by primary supervising physician
 - Keep on file at practice site
 - Send Copy to Medical Affairs
 - DO NOT send to the state

- **Substitute Supervising Physician Acknowledgement of Written Agreement Form**
 - Each substitute physician must sign one acknowledging receipt of PAs written agreement. (Written agreements can be placed online or in office for reference, they are also kept online on the Medical Affairs site when searching provider privileges under each list of privileges)
 - Keep on file at practice site
 - DO NOT send to the state