

PHYSICIAN ASSISTANT LICENSE RENEWAL FOR 2008 - 2009

DUE DECEMBER 1, 2007

The license renewal form must be received in the Board office by the end of the business day on Monday, December 31, 2007, or your license is automatically lapsed at midnight December 31, 2007. [There is a \$75.00 late fee if received in the Board office after the end of the business day on Monday, December 31, 2007.]

INSTRUCTIONS FOR COMPLETING LICENSE RENEWAL FORM

- Check all the preprinted information on page 1. This is the information the Board currently has on file for you. Use the spaces provided to update any information and/or cross out outdated information and write in new information.
- We have provided a Fees & Status table for your review. Please remember the addresses you provide to the Board will determine if you qualify for a status change from the preprinted status on page 1. Some status changes will require reactivation, which is a separate process. You may visit our web site to obtain instructions and forms for reactivation at <http://www.oregon.gov/BME/Reactivation.shtml>.
- Answer all questions on pages 2, 3, and 4 completely. Your form will be sent back to you if it is incomplete.
- You must provide the requested information in the *'if yes'* portion of any affirmative answers to Category I & II questions.

STATUS DEFINITIONS

ACTIVE - \$330.00

Reserved for licensees who are actively practicing in Oregon, as evidenced by a business address. This status is given to Physician Assistants who have a Board approved Supervising Physician.

INACTIVE - \$330.00

For licensees who are not living and practicing in Oregon or for licensees living in Oregon, but not practicing. This status is given to Physician Assistants who do not have a Board approved Supervising Physician.

LOCUM TENENS - \$330.00

For licensees who do not live in Oregon or in bordering regions, but who plan on practicing intermittently within Oregon. Locum Tenens Licensees must notify the Board in advance and in writing of the date, place, and telephone number of each Locum Tenens practice. Locum Tenens practice in Oregon requires a Board approved supervising physician and practice description before Locum Tenens work may begin. If you register as Locum Tenens and do not do any Locum Tenens practices, your status will be changed to Inactive at the end of the biennial period.

RETIRED - No Fee

For licensees who are fully retired and not practicing medicine in any state. This includes all forms of practice, whether paid, volunteer, or writing prescriptions. Prior to retirement, a licensee shall notify the Board in writing of intent to retire.

SURRENDERED - No Fee

For licensees who no longer wish to maintain an Oregon medical license. You must notify the Board in writing of intent to surrender, and return all Oregon BME certificates & your license by December 31, 2007. If you plan to practice in Oregon in the future, you must apply as if you had never held an Oregon license and meet all requirements for licensure that are in effect at the time you apply.

LAPSED - No Fee

For licensees who no longer wish to maintain an Oregon medical license. No response is needed. You will continue to receive renewal reminders and one final notice of your Lapsed license in January 2008. If you practice in Oregon in the future, you must reactivate your license; pay a late fee and the registration fees for two biennia. Your license will expire after two biennia.

Payment. Fees are nonrefundable and nontransferable; they cannot be credited or prorated. Send the fee and the form to our office TOGETHER. Pay the amount corresponding to the status you chose on Page 1, #4.

Checks. Make checks (or money orders) payable to Oregon Board of Medical Examiners or OBME.

Credit Cards. Complete the information on page 4 with your card type (Visa, MasterCard or Discover), your card number, expiration date, name, and billing address. Please double-check for accuracy.

Signature. You must **SIGN** and **DATE** this form. Photocopies of a signature, signature stamps or proxy signatures are not acceptable.

Physician Assistants in the Military or the Reserves. Physician Assistants who have been called up to active military duty overseas and cannot complete and sign the form, can have their power of attorney (POA) sign the license renewal form, and submit it with the renewal fee, the POA form, and a copy of the Order to Active Duty, or written explanation that the physician Assistant is unavailable to complete the renewal form because he/she has been called up to Active duty out of the country.

PAIN MANAGEMENT CME

Based on ORS 409.560, the Board's administrative rules, OAR 847-010-0100, state that all licensees of the Board will complete six (6) hours of continuing medical education (CME) on pain management or end of life care, plus a one (1) hour pain management course specific to Oregon provided by the Pain Management Commission by January 2, 2009. Please keep documentation of the pain management courses you take in a safe place so that if you are requested to provide it, you can demonstrate you have obtained the required CME; please do not send documentation to the Board. The Board's Web site provides answers to Frequently Asked Questions at <http://egov.oregon.gov/BME/CMEFAQs.shtml>, and provides a link to the administrative rules and articles in the Board's newsletter on pain management and intractable pain at <http://egov.oregon.gov/BME/topics.shtml>.

NEW ON-LINE LICENSE RENEWAL STATUS SERVICE

You may visit our web site to check on the status of your license renewal. When you visit our home page just click on *License Renewal Status*, and then enter a name or license number. You will be shown some details about your renewal, and if a new Certificate of Registration has been printed. Once your information is shown on the screen you may click on your name to obtain a *Verification of Licensure*.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT OUR CALL CENTER AT 971-673-2700. Check out the FAQs on License Renewal at the Board web page: www.oregon.gov/bme.