Q: I am renewing my license in January and just received prescriptive authority in December. I know I don't need the 12 pharmacology CME hours but how do I get past the request to upload CME verification?

A: Per the Medical Board, create a document stating something like "Received prescriptive authority in December 2015 and the 12 pharmacology CME hours are not required at this time." Upload that document.

Q: I have had prescriptive authority for over two years what documents do I upload to verify this when I renew my license in January?

A: Upload any certificates of completion that total 12 pharmacology CME hours. The Medical Board will also accept your printed NCCPA list of logged CME as verification of the 12 hours.

Q: Why can't I locate a current supervision agreement number beginning with 41?

A: The Medical Board has not yet transitioned the 41 numbers to the new system. A physician with a supervision agreement will be indicated by a SV after his/her license number.

Q: What about submitting supervision agreement addendums?

A: Leave the item blank if you don't have the physician's supervision agreement number on file.

Q: Now what is the primary source verification?

A: PAs and their supervising physicians are listed in the PAs license record on the new eLicense system. Click on the PA's name and the supervising physicians will appear. This listing is the primary source verification. Private practices should keep paper copies on site as it is required by law.

Q: Do physicians need to list all the PAs and NPs they supervise when they renew their licenses?

A: No

Q: How do credentialing personnel obtain proof of a valid supervision agreement?

A: Use the confirmation of receipt by the Medical Board. The PA may begin working 5 days after receipt. Check the eLicense system for the PAs effective date. If it is online, this is proof enough for credentialing. The Medical Board does not send out any confirmation letters.

The Medical Board is not required by law to enter the effective date in the system within a certain amount of time. They are trying to keep current, though.

Q: How do I access my record in the eLicense system to make updates like address changes?

A: If you renewed your license after December 15, 2015, you should have received a confirmation email with access information including a security code and instructions.

If you renewed your license before December 15, 2015 you did not receive access information. You will need a security code to register on the eLicense site to access your record. To obtain the security code: email med.renewal@med.ohio.gov and type "Security Code" in the subject line. Type your name and license number in the body of the email. You should then receive a security code with seven digits and instructions on how to fill out the form on www.elicense.ohio.gov under "Register and Login."