

Important Announcement regarding Written Agreements

The BPOA Commissioner Kalonji Johnson announced the written agreement applications are now available online for the State Board of Medicine and State Board of Osteopathic on the PALS website <https://www.pals.pa.gov/#/page/default>

Steps to find the written agreement application on your dashboard:

1. Log into your PALS account
2. Scroll down to Professional License Details section, click on the green pencil icon next to your license number.
3. On the Change Options pop-up, select Written Agreement

Paper written agreements will only be accepted until April 30 2021.

On the main Medical and Osteopathic Medicine website, instructional packets and videos have been posted. The applications can either be started by the PA or the primary supervising physician. Here are the steps to find the instructions for each board:

MEDICAL BOARD IF YOUR PRIMARY IS A MD

1. Log into
<https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Medicine/Pages/default.aspx>
2. Go to grey box on right and click General Board Information (including applications and forms)
3. Under Board forms and resources, click initial applications
4. Scroll down, click link to Physician Assistant Supervising Physician link
5. The following options will be shown

PHYSICIAN Applications

[Application for Registration as a Supervising Physician \(PDF\)](#)

Guides for Submitting Supervising Physician Applications Online

[Common Supervising Physician Discrepancies \(PDF\)](#)

[Application Overview to Get Started \(PDF\)](#)

[Online Written Agreement User Guide - Initiated by Physician Assistant \(PDF\) - **Instructional Video**](#)

[Online Written Agreement User Guide - Initiated by Physician and Surgeon \(PDF\) - **Instructional Video**](#)

[Physician Assistant Supervisor Written Agreement Change Form \(PDF\)](#)

[Terminating a Written Agreement Online \(PDF\)](#)

State Board of Medicine
P.O. Box 2649, Harrisburg, PA
17105-2649
Phone - (717) 783-1400
Fax - (717) 787-7769
ST-MEDICINE@PA.GOV

OSTEOPATHIC BOARD IF YOUR PRIMARY IS A DO

1. Log into
<https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/OsteopathicMedicine/Pages/default.aspx>
2. Go to grey box on right and click General Board Information (including applications and forms)
3. Under Board forms and resources, click initial applications
4. Scroll down, click link to Physician Assistant Supervising Physician link
5. The following options will be shown

The screenshot displays the 'APPLICATIONS' section of the Pennsylvania Department of State website. On the right side, there is a grey box containing contact information: 'Phone - (717) 783-4858', 'Fax - (717) 787-7769', and the email address 'ST-OSTEOPATHIC@PA.GOV'. Below this, a link reads 'Application for Registration as a Supervising Physician (PDF)'. The main content area features a yellow highlighted box with the following links: 'Guides for Submitting Supervising Physician Applications Online', 'Common Supervising Physician Discrepancies (PDF)', 'Application Overview to Get Started (PDF)', 'Online Written Agreement User Guide - Initiated by Physician Assistant (PDF) - **Instructional Video**', and 'Online Written Agreement User Guide - Initiated by Physician and Surgeon (PDF) - **Instructional Video**'. Below the yellow box, there is a link for 'Physician Assistant Supervisor Written Agreement Change Form (PDF)' and another yellow highlighted box with the link 'Terminating a Written Agreement Online (PDF)'.

Overall instructions as posted on the Board website:

If you have submitted a paper application and fee to the Board, do not submit the application electronically. This will create a discrepancy and the application fees are non-refundable.

The written agreement application involves a workflow between the supervising physician and physician assistant. When it is time for each party to complete their portion of the application, emails will be sent to the email address on the licensee's PALS profile. Applications will not be submitted until the final step of making payment. The individual that submits the application will be able to view the application status and respond to discrepancies online. Discrepancies and approvals will be emailed to both the supervising physician and physician assistant. Responses to discrepancies must be uploaded to the application.

Items you will need prior to starting the application: Valid license numbers of the physician assistant, primary supervisor, and substitute supervisor. The primary supervising physician and physician assistant must be under the same Board (Example: Primary supervisor license number starts with MD; physician assistant license number starts with MA). You will need to enter the details describing the functions/tasks to be delegated to the physician assistant, details describing the time, place, and manner of supervision, practice location information, chart review deviation (if applicable), and drug prescribing/dispensing information. This information can be cut and pasted into the fields from templates. The physician assistant will need to upload proof of insurance. Applications can only be submitted with a valid credit card payment. The application initiator will be required to submit the payment.

DIRECT LINKS FOR INSTRUCTIONS

State Board of Medicine written instructions for written agreement initiated by a PA

<https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Medicine/Documents/Board%20Documents/MedM%20-%20Online%20Written%20Agreement%20User%20Guide%20-%20initiated%20by%20Physician%20Assistant.pdf>

State Board of Medicine written instructions for written agreement initiated by a Primary supervising physician

<https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Medicine/Documents/Board%20Documents/MedM%20-%20Online%20Written%20Agreement%20User%20Guide%20-%20initiated%20by%20Physician%20and%20Surgeon.pdf>

State Board of Osteopathic Medicine written instructions for written agreement initiated by a PA

<https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Medicine/Documents/Board%20Documents/MedM%20-%20Online%20Written%20Agreement%20User%20Guide%20-%20initiated%20by%20Physician%20Assistant.pdf>

State Board of Osteopathic Medicine instructions for written agreement initiated by a Primary supervising physician

<https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Medicine/Documents/Board%20Documents/MedM%20-%20Online%20Written%20Agreement%20User%20Guide%20-%20initiated%20by%20Physician%20and%20Surgeon.pdf>