

The Southeast Permanente Medical Group, Inc.

PHYSICIAN ASSISTANT FACT SHEET
-for License, Sponsoring Physician and Hospital Application information-

Obtaining a Georgia PA License	Contact Information	For assistance in completing any of these applications/forms, please contact:
<ul style="list-style-type: none"> • Contact the GCSBME at www.georgiamedicalboard.gov for an application. • Application fee is \$200.00 and is payable by the Physician Assistant • The Board meets on the first Thursday and Friday of each month and will review only complete applications. • A complete application means all letters of reference, release forms, resumes, current photo, grades, certifications, transcripts, required attachments, etc. have been reviewed by the CSBME • Complete applications received 15 business days prior to the Board Meeting date (having <i>no</i> malpractice history or any other issues from other states) will be presented for review at that month's Board meeting. • Complete applications that include any malpractice activity or issues from other states must be presented to a committee for initial review/approval and will be presented to the Board the following month. • Please allow a minimum of 8 - 12 weeks for the application process. • All Physician's Assistant licenses must be renewed biennially. The license will expire on the last day of the month in which the applicant's birthday falls. The renewal fee is \$105.00. • Note: TSPMG does not honor temporary licenses. 	<p>Georgia Composite State Board of Medical Examiners (GCSBME)</p> <p>June Dukes</p> <p>404.657.6495 (p)</p>	<p>Pamela Saulsbury, CPCS TSPMG Human Resources 404.467.6279 (p) 404.504.5687 (f) pamela.v.saulsbury@kp.org</p>
<p align="center">Primary Sponsoring Physician Paperwork</p> <ul style="list-style-type: none"> • The GCSBME requires a <u>Primary Supervising Physician</u> within your department/health care team. If your current employer supervises you in the state of Georgia, you <u>must</u> complete the Supervisor Change Form, and new Primary Supervising Physician Form <u>prior</u> to employment. 		<p>Confer with Chief about sponsor</p>

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OBTAINING HOSPITAL PRIVILEGES

- **Note: Credentialing will be required for TSPMG employment as well as for obtaining Hospital Privileges. This will require completing duplicate forms for each hospital in which you must obtain privileges. We thank you in advance for your compliance with this process.**
- Upon accepting an offer from TSPMG, Pamela Saulsbury, CPCS will coordinate sending you a **Pre-Application** from the hospital(s) designated by your Recruiter or Chief of Service.
- Complete the Pre-Application form and return it to Pamela Saulsbury at the address indicated in the right hand column below.
- The following documents will be required by the hospital:
 - Copy of current and valid Georgia medical/professional license
 - Copy of current CV
 - Copy of current CPR
 - Copy of Malpractice Face Sheet (provided by Kaiser Permanente upon employment)
 - Application Fee (paid by Kaiser Permanente via TSPMG Human Resources)
- Following completion of the Pre-Application process, you will then receive a Georgia Uniform Application for appointment with any Hospital specific forms included. Upon completion of the entire Application, return it to Pamela Saulsbury at the address indicated in the right hand column below.
- **TIP:** Do not hold the hospital application(s) or pre-application(s) while waiting on your Georgia license. Simply put "applied for" so that the application process can begin.
- JCAHO accredited hospitals require primary source verification. If a Hospital is not getting a response from a former employer or entity, you may need to notify them that they are delaying your employment process elsewhere.
- You are encouraged to maintain close contact with all parties to ensure your application is not delayed for any reason.
- It can take up to 3 - 4 months to obtain privileges in Atlanta hospitals and surgery centers - including temporary privileges, if applicable.

Hospital Contacts

For assistance in completing any of these applications/forms, please contact:

<p>Northside Hospital Medical Staff Office 1000 Johnson Ferry Road, NE Atlanta, Georgia 30342 Contact: <i>Lucia Borges</i> 404.851.6812</p>	<p>Piedmont Hospital Medical Staff Office 1968 Peachtree Road, NW Atlanta, Georgia 30309 Contact: <i>Joyce Washington</i> 404.605.1940</p>	<p>Pamela Saulsbury, CPCS TSPMG Human Resources 404.467.6279 (p) 404.504.5687 (f) pamela.v.saulsbury@kp.org</p>
<p>Eastside Medical Center Medical Staff Office 1700 Medical Way, Box 587 Snellville, Georgia 30078 Contact: <i>Barbara Clemens</i> 770.736.2514</p>	<p>Children's HealthCare of Atlanta Medical Staff Office 1584 Tullie Circle Atlanta, Georgia 30329 Contact: <i>Lisa Remshik</i> 404.785.7485</p>	