

PHYSICIAN FACT SHEET

-For License, DEA and Hospital Application Information -

Obtaining/Reactivating a Georgia License and Renewal Information

- Contact the Georgia Composite State Board of Medical Examiners (GCSBME) at 404.656.3913/3914 or www.medicalboard.georgia.gov to request an application.
- Application fee is \$400.00 and is payable by the Physician
- 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 GCSBME.
- **Complete** applications received 15 business days prior to the Board Meeting date (having *no* malpractice history or any other issues from other states) will be presented for review at that months 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 application process.
- The application sent to you by the GCSBME is dependent upon the licensing examination you have taken:
 - National Board of Medical Examiners
 - NBOME - Osteopathic Exam
 - USMLE
 - FLEX
 - LMCC - Canadian Exam
 - State Board Exams - *NOTE:* The State of Georgia **does not reciprocate** with any other state boards. The State of Georgia grants licensure only by endorsement.
- Medical licenses (M.D. and D.O) **expire on the last day of the month in which the applicant's birthday falls.** Each succeeding license must be renewed biennially by the last day of the month in which the applicant's birthday falls and the license must establish satisfaction of Board-approved continuing education requirement to be eligible for renewal.
 - Renewal notices are mailed to the address printed on the license, at least one month prior to the expiration date.
 - Physicians in Georgia may renew their medical license on-line by visiting the following web address:
www.ganet.org/sosrenew/meb/renewappl.cgi
 - The renewal fee is \$155.00.

TIP: When requesting **Section #28** from your Residency Program, please note that this section requires a signature, seal and notary. If the institution does not have a seal, this must be stated and a notary is still required.

TIP: The address that you use on your application will be the address used on your wallet card. If you do not have a local address, please use the address of the Kaiser Permanente facility in which you will be based.

NOTE: TSPMG does not honor temporary licenses

Obtaining and Renewing DEA Certificates/Change of Address

- To request an application or renewal application, contact the office of the Drug Enforcement Administration (DEA) at 800.882.9539, Option 8 or at www.deadiversion.usdoj.gov. They will require the following:
 - Copy of current and valid state medical license
 - Completion of a DEA application
- Registration fee of \$551(for three years, payable by the physician)

For assistance in completing forms related to obtaining a specific license, please contact the licensing entity:

GCSBME: 404.656.3913
DEA: 800.882.9539

For assistance in KP Policies and procedures regarding licensure, please contact:

Chip Drake, CPCS
Credentialing Services
404.364.4757 (p)
404.364.4732
Chip.drake@kp.org

The Southeast Permanente Medical Group, Inc.
PHYSICIAN FACT SHEET
-For License, DEA and Hospital Application Information -
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/valid DEA Certificate
 - Copy of current CV (indicating Kaiser Permanente as current employer)
 - Proof of Board Certification (or board qualifications, if eligible and actively seeking certification)
 - 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.
- 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 that entity that they are delaying your employment process elsewhere.
- **TIP:** Do not hold hospital applications (or pre-applications) while waiting on your Georgia medical license! Simply put "applied for" - TSPMG will hold the application until Georgia license is obtained.
- 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, including temporary privileges (if applicable), at Atlanta hospitals and surgery centers.

Hospital Contacts		Surgery Center Contacts	For assistance in completing these applications/forms, please contact:
Northside Hospital Medical Staff Office 1000 Johnson Ferry Road, NE Atlanta, Georgia 30342 Contact: <i>Lucia Borges</i> 404.851.6812	Piedmont Hospital Medical Staff Office 1968 Peachtree Road, NW Atlanta, Georgia 30309 Contact: <i>Joyce Washington</i> 404.605.1940	Atlanta Outpatient Specialty Services Medical Staff Office 993-C Johnson Ferry Road, Suite 300 Atlanta, Georgia 30342 Contact: <i>Towanna Arnold</i> 404.303.9389	Pamela Saulsbury, CPCS TSPMG Human Resources 404.467.6279 (p) 404.504.5687 (f) pamela.v.saulsbury@kp.org
Eastside Medical Center Medical Staff Office 1700 Medical Way, Box 587 Snellville, Georgia 30078 Contact: <i>Barbara Clemens</i> 770.736.2514	Children's HealthCare of Atlanta Medical Staff Office 1584 Tullie Circle Atlanta, Georgia 30329 Contact: <i>Lisa Remshik</i> 404.785.7485		