Kansas State Board of Healing Arts

Physician Licensing

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Roadmap

General Overview of KSBHA
Physician Licensing
FAQ’s
COVID-19 Response
Resources
Q&A
Mission

To protect the public by authorizing only those persons who meet and maintain certain qualifications to be licensed in the healthcare professions regulated by the Board.

To protect the public from incompetence or unprofessional conduct by persons who have been licensed to practice in Kansas and from unauthorized practice by persons and entities who have not been licensed to practice in Kansas.
<table>
<thead>
<tr>
<th>Board Members</th>
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<tbody>
<tr>
<td><strong>Appointed by the Governor</strong></td>
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<tr>
<td><strong>4 year term; 3 term limit</strong></td>
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<tr>
<td><strong>15 total members</strong></td>
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<tr>
<td>• 5 MDs</td>
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<td>• 3 DOs</td>
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<td>• 3 DCs</td>
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<td>• 1 DPM</td>
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<td>• 3 public members</td>
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Board Meetings

SECOND FRIDAY OF EVERY OTHER MONTH (FEB., APRIL, JUNE, AUG., OCT., DEC.)

OPEN TO THE PUBLIC, STREAMED LIVE ON YOUTUBE, TELECONFERENCE

NEXT MEETING IS DECEMBER 9-10, 2021

TOM ESTEP, M.D. (PRESIDENT); RONALD VARNER, D.O. (VICE PRESIDENT)
Application Process

Submission of Initial Application to KSBHA

Licensing - Review of Application
(in order of date received)

- Missing Items:
  - Missing Requirement Letter (MRL) sent by email

Legal Review

Accounting - Process of Payment

- Once missing items received
- Complete Application:
  - Goes to Specialist for Final Review. Ensures accuracy and completeness
- If items still missing

Approved:
- Issued license, permit or certificate.
  - New license letter sent via email
  - Agency webpage updated
  - Wall certificate mailed
Physician License Application

$300 APPLICATION
$47 CRIMINAL BACKGROUND CHECK
$3 NPDB

APPLY EARLY; 2-3 MONTHS PRIOR TO GRADUATION OR EMPLOYMENT

WWW.KSBHA.ORG
Eligibility for Licensure by Examination

- Medical Education
  - Accredited US or Canadian Medical School
  - Unaccredited
- Postgraduate Training
- Examination
Postgraduate Training

• **Graduated from an accredited or unaccredited medical school after Jan. 1, 2021**
  ➢ At least 36 months AMA/AOA/RCPSC/CFPC/RACS postgraduate training or residency (or substantial equivalent as determined by the Board)

• **Graduated from an accredited medical school before Jan. 1, 2021**
  ➢ At least 12 months AMA/AOA/RCPSC/CFPC/RACS postgraduate training or residency (or substantial equivalent as determined by the Board)

• **Graduated from an unaccredited medical school before Jan. 1, 2021**
  ➢ At least 36 months AMA/AOA/RCPSC/CFPC/RACS postgraduate training or residency (or substantial equivalent as determined by the Board)

K.A.R. 100-6-2 (amended May 7, 2021); KSBHA Board Policy #21-03 (updated Aug. 13, 2021)
Examinations

• Step 1, 2,3 of USMLE within 7 total attempts (MD/DO); or

• Level 1, 2, 3 of COMLEX within 7 total attempts (DO); or

• Licentiate of the Medical Council of Canada (LMCC certificate); or

• Components 1 and 2 of FLEX from 1968-1993; or

• Part I, Part II, Part III of NBME from 1968-1993; or

• Part I, Part II, Part III of NBOME from 1961-1998; or

• Substantial equivalent as determined by the Board.

K.A.R. 100-7-1 (amended Nov. 13, 2020); KSBHA Board Policy #21-04
Eligibility for Licensure by Endorsement

• The Board, without examination, may issue a license to a person who has been in the active practice of the branch of healing arts in some other state, territory, DC, or other country, upon certificate of the proper licensing authority of that state, territory, DC, or other country certifying applicant is duly licensed, and applicant’s license has never been limited, suspended, revoked, censure, or had any other disciplinary action. K.S.A. 65-2833.

• Active practice – Applicant has been engaged in direct patient care during the 12 months immediately preceding submission of the application.
  ➢ At least one full day per week for at least 50 weeks; or
  ➢ A total of 400 hours; or
  ➢ Substantial equivalent as determined by the Board.

• Active practice does NOT include:
  ➢ Patient care provided while applicant is engaged in a training program, residency, or fellowship
  ➢ Employment that consists solely of research activities that would not otherwise be considered direct patient care
  ➢ Employment that consists solely of administrative duties.

Physician License Designations

**Active:** Engaged in the practice of medicine and surgery in Kansas.
- Required to maintain professional liability insurance, continuing education, and KHCSF compliance.

**Inactive:** Not engaged in the practice of medicine and surgery in Kansas.

**Exempt:** Employed at a local health department or indigent healthcare clinic; or may serve as a coroner; not regularly engaged in the practice of medicine and surgery in Kansas.

**Federal Active:** Practices solely in the course of employment or active duty in the United States government or any of its departments, bureaus or agencies.
- Required to maintain continuing education.

K.S.A. 65-2809
Application Requirements

- Fees
- Full legal name and all other names used
- Contact information
- Medical school history
- Postgraduate training history
- Exam history
- Healthcare licenses or registration information
- Employment/professional activities since graduation
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<tr>
<th><strong>Applicant</strong></th>
<th><strong>Third Party</strong></th>
<th><strong>Board Staff</strong></th>
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<tbody>
<tr>
<td>• Expedited Licensure Questionnaire</td>
<td>• Medical School Verification</td>
<td>• Federation Report</td>
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<tr>
<td>• Signed and Notarized Affidavit and Authorization</td>
<td>• Official Transcript with Final Degree Awarded</td>
<td>• NPDB Report</td>
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<tr>
<td>• License Designation</td>
<td>• Postgraduate Training Verification</td>
<td>• License Verification</td>
</tr>
<tr>
<td>• Attestation Questions ( + documentation if “yes”)</td>
<td>• Exam Scores</td>
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<tr>
<td>• Background Check Waiver and Fingerprint</td>
<td>• ECFMG Report</td>
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<tr>
<td>• Third Party Release</td>
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<tr>
<td>• Name Change Documentation</td>
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<tr>
<td>• Proof of Professional Liability Insurance</td>
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Federation Credential Verification Service (FCVS)

- Medical School Verification
- Official Transcript Postgraduate Training Verification
- Exam Scores
- ECFMG Report
- Federation Report
- NPDB Report
Background Check Waiver & Fingerprints
Prior to Jan. 1, 2022 – policy of not less than $200k per claim/$600k annual aggregate

For all new policies and policies that renew on and after Jan. 1, 2022 – policy of not less than $500k per claim/$1,500,000 annual aggregate

K.S.A. 40-3402 (effective July 1, 2021)
Application Guidance & Tips

Information & Documents
- Request documents early and utilize electronic delivery
- Ensure primary source provided
- Prioritize the fingerprint process
- Include personal statement and supporting documents for any “yes” answers to attestation questions

Application Submission
- Review for accuracy and completeness
- Make copies of all items submitted
- Include all fees
- Submit items electronically when possible
- Use tracking or signature confirmation service for mailed items

Processing Time
- Allow at least 2 weeks to receive notification
- Longest delay is waiting for 3rd party documents
- If application is sent for legal review expect a delay
- Time of issuance will vary
- Stay in contact with the analyst processing your application
Renewal

- Annual
  - MD – May 15 – July 31
  - DO – Aug. 15 – Oct. 31
- Online (or paper by request)
- License will cancel if not renewed

**Cannot practice on a cancelled license.**
Continuing Education – K.A.R. 100-15-5

• During the **18-month period** immediately preceding the license expiration date, the person completed at least **50 credits of continuing education**, of which at least one credit shall be in **category III**, at least **20 credits shall be in category I** and the remaining credits in **category II**.

• During the **30-month period** immediately preceding the license expiration date, the person completed at least **100 credits of continuing education**, of which at least two credits shall be in **category III**, at least **40 credits shall be in category I** and the remaining credits in **category II**.

• During the **42-month period** immediately preceding the license expiration date, the person completed at least **150 credits of continuing education**, of which at least three credits shall be in **category III**, at least **60 credits shall be in category I**, and the remaining credits in **category II**.

**NOTE**: Does not apply to any person renewing a license for the first time.
“Category III” continuing education shall mean an internet or live continuing education activity that also meets the requirements of either a category I or category II continuing education activity and meets at least one of the following content requirements:

(1) Acute or chronic pain management;
(2) the appropriate prescribing of opioids; or
(3) the use of prescription drug monitoring programs.
Audits

• Compliance with continuing education, professional liability insurance, and KHCSF compliance.

• If incompliant, you may be subject to disciplinary action.

• If you do not respond to the audit, you may be subject to disciplinary action.
One of the following must apply:

• Primary residence is in the SPL
• At least 25% of practice of medicine occurs in the SPL
• Employer located in the SPL
• Use the SPL as state of residence for U.S. federal income tax purposes
• Hold a full, unrestricted medical license in a Compact member state
• Graduated from an accredited medical school or a school listed on the International Medical Education Directory
• Passed each component of USMLE, COMLEX-USA, or prior examinations accepted as an equivalent within 3 attempts
• Completed ACGME/AOA accredited graduate medical education
• Hold a current specialty certification by ABMS or AOABOS
• Never been convicted, received adjudication, deferred adjudication, community supervision or deferred disposition
• Never held a license subjected to discipline (excluding action related to non-payment of fees related to license)
• Never had a controlled substance license/permit suspended or revoked by a state or DEA
• Not under active investigation

K.S.A. 65-28,133, Section 2(k); Section 3(a).
I’ve applied for an LOQ. What happens next?

- Medical school transcript, postgraduate training verification, and exam scores are reviewed
- Background Check Waiver and request to obtain fingerprints is sent via email
- Compliance with the Kansas Healthcare Stabilization Fund is verified
- National Practitioner Data Bank (“NPDB”) Query ran
- Physician Data Center (“PDC”) Query ran

If the physician meets all requirements, a formal Letter of Qualification (“LOQ”) is issued.
I’ve selected Kansas as an additional state. What happens next?

- If the physician holds a current Kansas license, compliance with the Kansas Healthcare Stabilization Fund is verified.
- If the physician does not hold a current Kansas license, a request for proof of professional liability insurance is sent via email.

After verifying insurance compliance using the LOQ issued by the SPL, the Kansas license is issued.
Frequently Asked Questions
How can I submit the application and forms?
• Email the completed application and forms to KSBHA_Licensing@ks.gov or mail them directly to the board. If a seal or notary is required, it must be clearly visible to be accepted by email. Some items are only accepted via mail.
How long does it take KSBHA to receive background check results?
Results from KBI/FBI can take 1-2 weeks.
Can third parties contact KSBHA for information on the status of a pending license application?
Yes. A Third-Party Release form must be completed before information can be released.
My application has gone to final review. How much longer will it take to get my license?
On average, the final reviews are completed in 7-10 business days.
How do I update my contact information?
• In the Online Portal, or by completing the Address Change Request Form and emailing it to KSBHA_Licensing@ks.gov.
How do I change my name with the Board?
• Complete the Change of Name Form and email it to KSBHA_Licensing@ks.gov.
How do I get a copy of my wallet card?
• Login to the online portal to access a current copy of your wallet.
COVID-19 Response
• Emergency temporary license for COVID-19 response and mitigation is available for all healthcare professions regulated by the Board.

• Free

• Allows healthcare practitioner to physically practice in Kansas or conduct telemedicine to patients located in Kansas.

• Will cancel in 90 days if not renewed. All licenses will automatically cancel March 31, 2022.
Emergency Temporary License

- Hold a valid, full, active, and unencumbered license in another state and are not subject to investigation in another state
- Have held an active or exempt license in KS within the past 2 years
- Currently hold a valid Federal Active license
- Meet all requirements for licensure in KS but are unable to pay fee due to effects of pandemic
- March 31, 2022
- As of November 5, 2021—304 issued
Telemedicine Waiver

- Available for all healthcare professions regulated by the Board.
  - Currently hold a full, active, and unrestricted license in another state or meets qualifications for licensure under KS law to practice profession; and not subject of any investigation or disciplinary action by any licensing agency
- Allows healthcare practitioner to conduct telemedicine to patients located in Kansas
- $100 - $97 application fee; $3 NPDB fee
- Permanent
COVID-19
KSBHA Updates & Guidance
www.ksbha.org
KSBHA Resources

- Practice Handbooks
- Policies
- KSBHA_Licensing@ks.gov
- KSBHA_LegalQuestions@ks.gov
- Education & Outreach
  - Website page at http://www.ksbha.org/education.shtml
Contact Information

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