



The Kansas State Board of Healing Arts

Safeguarding the Public ~ Strengthening the Healing Arts

February 2, 2012

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Executive Director



**Let's follow the yellow
brick road to**

**The
WIZARDS OF LICENSING**

**Everything you ever wanted to know about
Kansas licensing processes and
procedures for MD and DO applications.**

The Wizards of Licensing

- Katy Lenahan - Licensing Administrator
- Rachel Anno - Application & Audit Analyst
- Jeannie Matney - Application Analyst
- Theresa Massey - Application Analyst

We are off to see
the Wizards, the
wonderful Wizards
of Licensing.



Who is KSBHA?



- The Kansas State Board of Healing Arts is the licensing and regulatory Board for health care providers in Kansas.
- The Board was created in 1957 by the Kansas Legislature.
- The Board is comprised of 15 members:
 - » 5 MDs
 - » 3 DOs
 - » 3 DCs
 - » 1 DPM
 - » 3 Public members
- Each member is appointed for a four year term and can serve up to a 3 terms.
- The Board holds a day-long meeting every-other month on the even-numbered months of the year.

What KSBHA Does

- **Two Board Functions: Regulatory and Licensing**
 - **Regulatory**
 - Receive complaints against licensees
 - Investigate complaints
 - File disciplinary actions or petitions when evidence demonstrates violation of the practice act





**Licensing, if only it was as simple
as clicking your heels!**

What KSBHA Does

- **Licensing**
 - Processes applications for new licenses
 - Processes reinstatements applications
 - Processes annual renewals of licenses
 - Ensuring continued compliance with continuing education and insurance requirements with renewals
 - Updates demographic information



Who KSBHA Regulates

- There are 14 various healthcare disciplines that KSBHA licenses, certifies, registers, and regulates (as of 1/12).

– Medical Doctors (MD)	(9,787)
– Osteopathic Doctors (DO)	(1,109)
– Chiropractic Doctors (DC)	(1,158)
– Podiatric Doctors (DPM)	(137)
– Physician Assistants (PA)	(916)
– Naturopathic Doctors (ND)	(17)
– Physical Therapists (PT)	(2,184)
– Physical Therapy Assistants (PTA)	(1,300)
– Occupational Therapists (OT)	(1,460)
– Occupational Therapy Assistants (OTA)	(431)
– Respiratory Therapists (RT)	(1,893)
– Athletic Trainers (AT)	(383)
– Radiological Technologists (LRT)	(3,218)
– Contact Lens Distributors	(6)



Licensing Types

- **Permanent License for MDs and DOs**
 - Active
 - Federal Active
 - Exempt
 - Inactive
- **Other Types of Licenses for MDs and DOs**
 - Temporary Permit
 - Institutional License
 - Visiting Professor License
 - Education License
 - Military License
 - Postgraduate Permit
 - Limited Permit
 - Visiting Clinical Professor License
 - Out of Phase License



Licensing Types

- **Active** - A license issued to a person engaged in the practice of medicine and surgery, osteopathic medicine and surgery, chiropractic or podiatry. Individuals must maintain and submit evidence of satisfactory completion of a program of continuing education and are required to have professional liability insurance in compliance with Kansas law. Each active license may be renewed annually.
- **Federal Active** - A license issued to only a person who meets all the requirements for a license to practice the healing arts in Kansas and who practiced that branch of the healing arts solely in the course of employment or active duty in the United States government or any of its departments, bureaus or agencies or who, in addition to such employment or assignment, provides professional services as a charitable health care provider as defined under K.S.A. 75-6102. Continuing education, expiration and renewal of a license shall be applicable to a federally active license. A person who practices under a federally active license shall not be deemed to be rendering professional service as a health care provider in this state and is not required to have policy of professional liability coverage in effect.



Licensing Types

- **Exempt** - A license issued to a person who is not regularly engaged in the practice of the healing arts or podiatry in Kansas and who does not hold oneself out to the public as being professionally engaged in such practice. Each exempt license may be renewed annually. The holder of an exempt license is entitled to all the privileges of their branch of the healing arts and (1) may serve as a coroner or as a paid employee of a local health department as defined by K.S.A. 65-241; or (2) practice as a charitable health care provider for an indigent health care clinic as defined by K.S.A. 75-6102. Additionally, the holder of an exempt license may perform administrative functions. The holder of an exempt license shall not be required to submit evidence of satisfactory completion of a program of continuing education nor are they required to have basic coverage or self-insurance in effect.
- **Inactive** - A license issued to a person who is not regularly engaged in the practice of the healing arts in Kansas and who does not hold oneself out to the public as being professionally engaged in such practice. An inactive license shall not entitle the holder to practice the healing arts in this state. Each inactive license may be renewed annually. The holder of an inactive license shall not be required to submit evidence of satisfactory completion of a program of continuing education and is not required to have basic coverage or self-insurance in effect solely because such person is no longer engaged in rendering professional service as a health care provider.



Eligibility Requirements for an Initial License

- **Education**

- K.S.A. 65-2873 requires an applicant for a license to practice medicine and surgery to have graduated from a school approved by the Board. If the school has not been approved by the Board, an applicant may still be eligible for a license if the school has not been disapproved and has been in operation (date instruction started) for not less than 15 years. List of disapproved schools is maintained on our website.

- **Postgraduate Training**

- K.A.R. 100-6-2 requires graduates of an accredited school of school of medicine or osteopathic medicine to present to the board proof of completion of a postgraduate training program that is at least one year in length and has been approved by the council of education of the American medical association, American Osteopathic Association or its equivalent in the year in which the training took place.
- Applicants who graduated from an unaccredited school of medicine shall present to the board proof of completion of at least 3 years of postgraduate training or residency training program with at least two years in a program shall that has been approved by the council of education of the American Medical Association, American Osteopathic Association or its equivalent in the year in which the training took place.



Eligibility Requirements for an Initial License

- **Examinations**
 - K.A.R. 100-7-1 requires to satisfy the requirements for licensure, the applicant shall complete all remaining steps of the USMLE examination or levels of the COMLEX examination within 10 years after passing step 1 or level 1 of the examination.
- **ECFMG Certified**, only for international medical graduates (IMGs)
- **Demonstration of Competence**
 - Must have actively practiced medicine within the last 2 years or possibly a competence examination.



Possible Reasons for Ineligibility

- Criminal History
- Medical liability suits or competence questions
- Falsification of application information
- Disciplinary actions by peers
- Exceeds the year limits on exam testing
- Insufficient postgraduate training years or non-credentialed programs
- Medical school is on the Board's disapproved list or has not been in operation for 15 years



Initial Application

- **Online application** is the Uniform Application for Physician (UA) from the Federation of State Medical Boards. Physicians fill out the UA online application once, then use the application whenever they apply for licensure in another state that accepts or requires the UA for the rest of their careers. The link to FSMB is available on the Board's website.
 - On October 27, 2011, the FSMB began collecting a one-time service charge of \$50.00 from all Uniform Application (UA) applicants when they submit the UA for the first time. This service charge is collected by the FSMB, not state boards. This charge is separate from any state licensure application fees.
- **Paper application forms are available to download at www.ksbha.org.**



Initial Application Requirements

Payments

- Application Fee: \$300.00
- Criminal Background Report: \$50.00
- NPDB Report: \$9.50
- Check, Money Order, Visa, MasterCard, Discover, American Express




Initial Application Requirements

- Completed application form
- Picture – recent, head and shoulder, size 2x2
- Verification of the professional medical school(s)
- Verification of the post graduate program(s)
- Documentation and explanation to any “yes” answers to addendum 2.
 - Addendum 2 is a series of 25 attestation questions
- Recommendations from 2 licensed physicians
- Examination scores
- Notarized copy of the medical school diploma
- Official medical school transcripts
- Verification of all other state licenses, including postgraduate permits (if applicable)



Initial Application Requirements

- 
- **Disciplinary inquiry report from the Federation of State Medical Boards**
 - **Inquiry from the American Medical Association (AMA report) for MDs / American Osteopathic Information Association (AOIA report) for DOs**
 - **National Practitioner Databank Report**
 - (Board staff will obtain, once payment of \$9.50 is received)
 - **Notarized ECFMG Certification and Report (if applicable)**
 - **Signed KBI/ FBI Waiver Form**
 - **Criminal Background Report**
 - Obtained by submitting fingerprints and \$50 Payment



Initial Application Requirements

- Fingerprints must be submitted to obtain the KBI/FBI criminal history background report.
- Fingerprinting should be conducted by a person who is appropriately trained to collect fingerprints. Local law enforcement agencies should be willing to assist with completing the fingerprints.
- Livescan or fingerprint card (FD-258)
- Typically an applicant is requested to provide at least one form of picture identification for the law enforcement agency to examine.
- Provide the law enforcement officer with a stamped envelope addressed to KSBHA, 800 SW Jackson, LL- Ste. A, Topeka KS 66612 to mail your fingerprint card or electronic scan, and fee.
 - In addition, you may want to use a mailing service that allows for delivery confirmation to confirm the fingerprints and payment have been received by the Board.
- Bent and folded cards will not be accepted and a new fingerprint card will be mailed to you for prints to be taken again.



Initial Application Requirements

- **We accept but are not required:**
 - **FCVS** is a service created by the Federation of State Medical Boards (FSMB) and is a permanent repository of primary-source verified credentials for physicians and physician assistants, saving duplicate efforts by state medical boards.
 - **FCVS packet** cannot be submitted in lieu of the Board's application form or is a guarantee of licensure.
 - **Veridoc** is a service to verify electronically the status of medical licenses with participating Licensing Boards.
 - **eTranscripts** is a service by FSMB to issue electronic exam history.



Initial Application

Application will be assigned to an application analyst to process:

DOs - Rachel Anno

(785) 296-1386 or ranno@ksbha.ks.gov

MDs - (A-L) Jeannie Matney

(785)296-4544 or jmatney@ksbha.ks.gov

and

(M-Z) Theresa Massey

(785) 368-8206 or tmassey@ksbha.ks.gov



Initial Application

- You are more than welcome to contact the analyst about the application, but please allow the analyst at least 2 weeks to process the application before you contact them.
- The fastest method of contact is by e-mail, please be sure to check your e-mail frequently while in the application process.



Initial Application

- **Suggestion to help the application process**
 - Read and follow all instructions
 - Review and re-review the application for completeness and accuracy before submitting
 - Track your mail
 - When mailing you may want to use a service that allows you to request a delivery confirmation to confirm your application and documents have been received at the office of the Kansas State Board of Healing Arts.



Initial Application

- **Initial review by the application analyst**
 - A review of documents to verify if all required documents have been provided and are complete
 - A letter/e-mail will be issued to notify applicant of any missing documents or needed corrections
 - As documents come in, periodic letters will be mailed/e-mailed to advise the applicant of the progress

Common/General Application Issues

- **Information is not complete**
 - **Not answering all the questions**
 - National Provider Identifier (NPI)
 - Leaving time gaps in their professional activities, if more than 1 month
 - Need to start with the date of graduation
 - **Not listing all licenses**
- **Taking too much time to complete the application.**
 - **Some documents are time sensitive:**
 - Federation report, AMA/ AOIA report, NPDB report. other state license verifications and the criminal background report are valid for 6 months from the date received at the Board office.



Common/General Application Issues

- Initial FCVS packet can take 12+ weeks to be completed by FSMB and received by the Board (Subsequent packets take much less time.)
- Resistance to provide all school, exam, post-graduate information and licensing verifications
- Applicants delegating application process to other
 - Communication issues
- Name issues
 - legally changing
 - cultural differences
- Issues with the Photo
 - wrong size
 - inappropriate



Initial Application Reviews

- Final Review -All documents are reviewed by the Licensing Administrator
 - Results
 - Request for additional information
 - Clarification of information already submitted
 - Referral to the Legal Department for additional investigation
 - Approval of license



Initial Application Reviews

- The license numbers will be assigned by the Licensing Administrator
- The licensees will receive notification of their permanent license number by mail/e-mail
 - License information can also be verified on our website
- Wall certificates will be mailed approximately 2 weeks following the next scheduled Board meeting.



Initial Application Time Frames

- How long it takes to complete the licensing process depends on you.
 - The longest delay is in gathering documents from 3rd parties:
 - Verification of state licenses
 - Verification of medical school
 - Verification of postgraduate training

2011 Licensing Processing Means

	Q1	Q2	Q3	Q4
# of licenses issued	359	716	562	402
Mean days to license	69	57	64	74
Mean days from receipt of final document to license	3	3	5	4



Renewals

Licensing,
Renewals &
Reinstatements
... OH MY!



Renewals - MDs

- Renew annually between May 15th - June 30th
- The license expires June 30th
- The current renewal fee:
 - Active and Federal Active \$330
 - Inactive and Exempt \$150
- The late renewal period is July 1st - July 31st
- The current late fee:
 - Active and Federal Active \$350
 - Inactive and Exempt \$175
- The license is cancelled August 1st
- Renew online or by paper renewal form
- Wallet Card (certificate of renewal) will be mailed, usually within 2 weeks following renewal



Renewals - DOs

- Renew annually between August 15th - September 30th
- The license expires September 30th
- The current renewal fee:
 - Active and Federal Active \$330
 - Inactive and Exempt \$150
- The late renewal period is October 1st - October 31st
- The current late fee:
 - Active and Federal Active \$350
 - Inactive and Exempt \$175
- The license is cancelled November 1st
- Renew online or by paper renewal form
- Wallet Card (certificate of renewal) will be mailed



Renewals

Continuing Education Options:

1 year update - 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 20 credits shall be in category I and the remaining credits in category II

2 year update - 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 40 credits shall be in category I and the remaining credits in category II.

3 year update - 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 60 credits shall be in category I and the remaining credits in category II.



Renewals

- Approximately 10%-20% of those that renewed will be randomly selected to be audited for compliance with CME and malpractice insurance requirements.
- Approximately 30 days following the completion of a renewal cycle, selected licensees will receive an audit letter. The audit letter typically has a 30 day deadline.
- Accept copies of proof of CME and or malpractice insurance by fax, e-mail or mail.
- Audit Analyst: Rachel Anno at (785) 296-1386 or ranno@ksbha.ks.gov
- Renewal Analyst: Ronda Bohannon at rbohannon@ksbhs.ks.gov or Lori Barnes at lbarnes@ksbhs.ks.gov or 785-296-5866



Reinstatements

If I only
had a
license!!!



dreamstime.com

Reinstatements

- If the license is cancelled, a reinstatement application can be completed to reactivate the license.
 - Reinstatement Application forms are available on the Board's website at www.ksbha.org, then click on forms.
 - Fees
 - \$400 application fee, \$50 criminal background report and \$9.50 NPDB report
 - If the license was revoked by the Board, \$1000 application fee, \$50 criminal background and \$9.50 NPDB report



Reinstatements

Once the reinstatement application form and fees are received, the application will be assigned to an application analyst to process.

DOs and MDs (A-L) - Rachel Anno

(785) 296-1386 or ranno@ksbha.ks.gov

MDs (M-Z) - Theresa Massey

(785) 368-8206 or tmassey@ksbha.ks.gov

- You are more than welcome to contact the analyst about your application, but please allow the analyst at least 2 weeks to process the application before you contact them.
- The fastest method of contact is by e-mail, please be sure to check your e-mail frequently while in the application process.



Reinstatements Requirements

- Completed application form
- Picture – current, head and shoulder, size 2x2
- Documentation and explanation to any “yes” answers to question #10 – series of 25 attestation questions
- Recommendations from 2 physicians
- Verification of all other state licenses, including postgraduate permits (if applicable)
- Disciplinary Inquiry Report from the Federation of State Medical Boards
- Inquiry from the American Medical Association (AMA report) for MDs/American Osteopathic Information Association (AOIA report) for DOs
- National Practitioner Databank Report (Board staff will obtain, once payment is received)
- Signed KBI/ FBI Waiver form
- Criminal Background Report



Reinstatements Requirements

- **To reinstate as Active:**
 - Current malpractice insurance and participation in the Kansas Health Care Stabilization Fund
 - Minimum of 50 hours of CME which includes a minimum of 20 hours of Category I
- **To reinstate as Federal Active:**
 - Minimum of 50 hours of CME which includes a minimum of 20 hours of Category I
 - Federal Facility Location
- **To reinstate as Exempt or Inactive:**
 - No CME or malpractice insurance required



Reinstatements

- Reinstatement applications go through the same process as the initial application
 - initial review
 - final review
- Reinstatement applications tend to have the same issues that slow down the process as initial applications



License Type Changes

We want to welcome you to the License Type Change Guild



License Type Change Requirements

- To change the MD/DO license type download the *Type Change for the Healing Arts* form from our website.
- Select the type of change requested and a **future date** for the change to become effective - No retroactive changes.
- **Fees**
 - Change from Exempt or Inactive to Federal Active or Active - \$175
 - Change from Active or Federal Active to Exempt or Inactive - \$0
 - Change from Active to Federal Active or Federal Active to Active - \$0
 - Change from Exempt to Inactive or Inactive to Exempt - \$0





License Type Change

- **Change to Exempt or Inactive from any other type license**
 - No CME or Malpractice insurance required
- **Change to Active from any other type license**
 - Proof of current malpractice insurance and participation in the Kansas Health Care Stabilization fund (KHCSF)
 - Current CME date or proof of 50 hours of CME with a minimum of 20 hours of Category 1
 - Must have actively practiced medicine within the last 2 years or possibly a competence examination.
- **Change to Federal Active from any other type license**
 - Current CME date or proof of 50 hours of CME with a minimum of 20 hours of Category 1
 - Federal practice address
 - Must have actively practiced medicine within the last 2 years or possibly a competence examination.



License Type Change

- Initial and final review – similar to the initial and reinstatement application process
- License change type analyst:
 - Ronda Bohannon at rbohannon@ksbhs.ks.gov
 - Lori Barnes at lbarnes@ksbhs.ks.gov
 - 785-296-5866



General Information

- **How do licensees change their address?**
 - An address change form can be downloaded from our website.
- **How do licensees change their name?**
 - A change of name form can be downloaded from our website.
- **How do licensees verify their license to another state?**
 - A verification request form can be downloaded from our website. Fee is \$25.

**DING-DONG
KANSAS LICENSURE
MYTHS ARE DEAD!!!**



QUESTIONS AND ANSWERS

Contact Information

Web site:

www.ksbha.org

Address:

800 SW Jackson,
Lower Level – Suite A
Topeka, KS 66612

Toll-Free Phone:

888-886-7205

**Katy Lenahan, Licensing
Administrator**

785-296-8563

klenahan@ksbha.ks.gov

