

LICENSING AND BOARD CERTIFICATION

LICENSING

Before you can be a practicing psychiatrist, you must obtain a physician's license from the state in which you are going to work and a federal narcotics license and registration number from the Drug Enforcement Administration (DEA).

State Licensure

Each state has its own requirements, and reciprocity agreements between states vary, as do the lengths of time a state license is good for and how much it costs. To find out about state licensure, contact the state's medical board (a full listing appears in Appendix I). They should also be able to provide you with reciprocity information if you are licensed in another state.

Note: You will not be able to receive medical staff privileges until you have been licensed by the state where the facility is located.

Federal Narcotics License/DEA Number

To register with the DEA:

1. Call (800) 882-9539 to request an application or go online to www.dea diversion.usdoj.gov/drugreg/reg_apps/index.html to fill out an application online.
2. Mail in the application.
3. The application will be investigated, and if it is approved you will be assigned a number and get a license for three years (because of an oddity in the system used to assign DEA numbers, the first time your license is issued, it may only be good for two and a half years, but all renewals will be for three years.) The fee is currently \$210.
4. Forty-five days before your license runs out, the DEA will send you a renewal notice.

5. It is your responsibility to let the DEA know if you move.

A sample DEA application is included as Appendix J, but you must apply using an official application form you receive from the DEA.

Note: The following states and territories also require a state narcotics license: Alabama, Connecticut, Delaware, the District of Columbia, Hawaii, Idaho, Illinois, Indiana, Iowa, Louisiana, Maryland, Massachusetts, Michigan, Missouri, Nebraska, Nevada, New Jersey, New Mexico, Oklahoma, Puerto Rico, Rhode Island, South Carolina, South Dakota, Texas, Utah, and Wyoming.

Medicare and Medicaid Provider Numbers

Once you are practicing medicine in your state, you will need to obtain Medicare and Medicaid provider numbers so that you can treat Medicare and Medicaid patients.

If you are working with an established healthcare organization, the office that handles the billing will be able to obtain a Medicare billing number, or UPIN, for you.

If you are in private practice, you will need to contact the Medicare Carrier for your locale to obtain a UPIN (see Appendix AA for a complete list of Medicare Carriers by state). It is also important to note that although Medicare is a federal system, because it is administered locally, if you move to another state (or into another Carrier jurisdiction, since some states have more than one Carrier) you will need to register there even though you have already received your national Medicare provider number. When you move into another Carrier jurisdiction, you should also inform your former Carrier that you are no longer practicing in their area so that your local billing number can be cancelled. Currently, Medicare numbers that are not used for twelve months are supposed to be automatically deactivated, but it's safer to deactivate your number immediately if you will no longer be using it.

Medicaid numbers are generally obtained from the state agency that deals with

health and social service issues—the Department of Health and Human Services, or Social Services. If you have difficulty finding out where you should call to obtain your Medicaid number, call the Office of Healthcare Systems and Financing Help Line (1-800-343-4671) and they will tell you who to contact in your state.

Note: There is a plan underway for the Medicare provider number (UPIN) to become a National Provider Identification number (NPI), but it is unclear when this will actually occur.

Licensing for Other Staff

When working in a group practice, if you are the one responsible, it is also important to verify that others in the group are appropriately licensed. Different states have different licensing requirements for various professions. You will need to check with the state licensing office.

BOARD CERTIFICATION

In addition to needing a state medical license to practice, many psychiatrists are required by managed care organizations (MCOs) and others to be board certified in psychiatry. The American Board of Psychiatry and Neurology (ABPN) provides certification in ten categories:

1. Psychiatry;
2. Neurology;
3. Neurology with special qualification in child neurology;
4. Addiction Psychiatry;
5. Child and Adolescent Psychiatry;
6. Clinical Neurophysiology;
7. Forensic Psychiatry;
8. Geriatric Psychiatry;
9. Neurodevelopmental Disabilities; and

10. Pain Medicine.

For more information, you can visit the ABPN's website, www.abpn.com.

Exams are given each fall, and the registration deadline for each year's exams is February 1. Although you can register after that, a late fee of \$250 is added to the fees for the exam.

Submission Requirements for the ABPN Exam

Documentation of your residency with exact dates of training via a copy of your certificate or letter of verification from the training director(s);

Documentation of PGY-1 through a letter of verification from the training director;

A photocopy of your current renewal registration showing the expiration date for your unlimited medical license in the state in which you practice;

Four "autographed" photographs, passport size, that are signed on the front;

Proof that you are a graduate of an accredited medical school in the United States or Canada, or of an international medical school listed by the World Health Organization; and

Proof that you have satisfactorily completed the ABPN's specialized training requirements in your area.

There are two parts to the exam, and there are fees associated with each part of the examination process. For 2003, the fee schedule is as follows:

Part I Application Fee: \$500

Part I Examination Fee: \$550

Part II Examination Fee: \$1200

Late Fee [after February 1]: \$275

You must send both the application fee and the Part One fee with the application.

Applications without appropriate fees will not be accepted. Once you have taken the Part One Exam, you will receive your score and a bill for the Part Two Exam.

You can download applications and information about the examinations from the

ABPN's website (www.abpn.com) or contact the ABPN's executive offices at:

500 Lake Cook Road, Suite 335

Deerfield, IL 60015-5249

(847) 945-7900