

PENNSYLVANIA STATE BOARD OF OSTEOPATHIC MEDICINE FREQUENTLY ASKED QUESTIONS

1. What professions does the Board license/register and how do I get licensed/registered?

The Board issues the following license types:

Osteopathic Physician – Unrestricted License
Osteopathic Physician – Temporary/Graduate Training License
Osteopathic Physician – Volunteer License
Osteopathic Physician – Boundary License
Osteopathic Physician – Short-Term Camp Physician License
Physician Assistant
Physician Assistant – Primary Supervising Osteopathic Physician Written Agreement
Acupuncturist
Acupuncturist – Osteopathic Physician
Respiratory Therapist
Respiratory Therapist – Temporary
Athletic Trainer
Athletic Trainer – Temporary

For more information regarding the above license types and more detailed information related to each license type, please refer to the Board's law and regulations at www.dos.state.pa.us/ost. Applicants will need to submit the appropriate application and supporting documents to the Board for review and evaluation. Unfortunately, we are unable to conduct preliminary reviews/evaluations of your education/experience via email, telephone, etc.

You can determine if you meet the Board's requirements by downloading a copy of the appropriate application and reviewing the licensing criteria. Applications which include the requirements for licensure can be downloaded from our website at www.dos.state.pa.us/ost. Click on licensure information and then click on Board forms.

2. How do I change my name and/or address?

Name Change – Please complete and submit a change of name/address form. This form can be downloaded from our website at www.dos.state.pa.us/ost. Click on licensure information and then Board forms. You must submit a copy of a legal document verifying your new name. The following are acceptable name change documents:

- Marriage certificate
- Divorce decree which indicates the retaking of a maiden name
- Other legal document which indicates the retaking of a maiden name
- Legal name change – a copy of the court document must be provided

Address Change – Licensees are required to notify the Board within 15 days of their address change. Address changes must be completed in writing and provide the Board with all the necessary identifying information (name, license number and last 4 digits of your social security number) in order for our office to change the address in our records. Please complete and submit an address/name change form. This form can be downloaded from our website at www.dos.state.pa.us/ost. Click on licensure information and then Board forms. You can also change your address online at www.mylicense.state.pa.us. Licensees will need to register by creating a user ID and password to access our system and your records in order to complete an address change.

3. How do I obtain a medical license in Pennsylvania?

Unfortunately, we are unable to conduct preliminary reviews/evaluations of your education/experience via email, telephone, etc.

You can determine if you meet the Board's requirements by downloading a copy of the appropriate application and reviewing the licensing criteria. Applications which include the requirements for licensure can be downloaded from our website at www.dos.state.pa.us/ost. Click on licensure information and then click on Board forms. If you wish to have an application mailed to you, please contact the Board via email at st-osteopathic@state.pa.us. You can view the Board's law and regulations on our website, also.

Note: All applicants for an unrestricted license to practice osteopathic medicine are required to sit/pass the Osteopathic Manipulation Therapy Examination administered by the Pennsylvania Board. Applicants that have passed the COMLEX Level 2-PE are exempt from this examination. At the March 12, 2008, meeting, the Board addressed the issue of whether an applicant for licensure would be required to complete the osteopathic manipulative treatment (OMT) examination if the applicant had already successfully completed an osteopathic board certification examination that included an OMT component or who already successfully completed an OMT examination as a requirement for another state license. The Board decided that applicants would be deemed to have met the Board's OMT examination requirement if the applicant can provide proof to the Board that he/she has completed an osteopathic certification examination that included an OMT component or provide proof that the applicant completed an OMT examination as a requirement for another state license. The Board will review these requests on a case-by-case basis.

The OMT exam/license application is available on the testing agency web site: www.pcshq.com.

4. How do I reactivate my expired/inactive license?

Please contact the Board office at 717-783-4858 or via email at st-osteopathic@state.pa.us to request a reactivation application packet. You will need to provide your full name, license number, last four digits of your social security number, date of birth and current mailing address. A reactivation application will be mailed to you. If you choose to reactivate your license to active status, you would be required to meet the Board's continuing education requirements prior to applying for a reactivation application. You can obtain information regarding the CME requirements on our website at www.dos.state.pa.us/ost. Click on Special Notices.

5. What's the difference between Inactive, Expired, or Active Retired status?

Inactive – A licensee who will not be engaging in any aspect of the practice of osteopathic medicine. If you choose this option, you may ask the Board to place your license inactive by submitting a letter and returning the current license. If your license is on an inactive status, you will **NOT** need to maintain insurance, meet continuing education requirements, or pay the biennial license renewal fee. **PLEASE NOTE: You may not write prescriptions for yourself or family.** When ready to reactivate the license, you must contact the Board for a reactivation form.

Expired – A licensee who has not renewed their license during the renewal period will automatically be placed on expired status at the end of the renewal period. If your license is on expired status, you will **NOT** need to maintain professional liability insurance, meet continuing education requirements, or pay the biennial license renewal fee. **PLEASE NOTE: You may NOT practice in the Commonwealth of Pennsylvania on an expired license.** When ready to reactivate the license, you must contact the Board for a reactivation form.

Active Retired – A physician who wishes to continue to write prescriptions for themselves or immediate family (spouse, children, parents, and siblings who reside with you). If you choose this

option, you must submit a letter to the Board and return the active license. If your license is on an active retired status, you are excused from maintaining professional liability insurance and meeting continuing education requirements. **You will, however, be required to pay the biennial renewal fee.**

If you choose to keep your license active, you will be required to maintain professional liability insurance, meet the current continuing education requirements, and continue to pay the biennial renewal fee. If you choose to place the license on inactive, expired or active-retired status, and then wish to reactivate your license to active status, you would be required to meet the Board's continuing education requirements prior to applying for a reactivation application. You can obtain information regarding the CME requirements on our website at www.dos.state.pa.us/ost.

6. How do I place my license on Inactive status?

To place your license inactive, submit a written request to the Board to place your license on inactive status. Please include your full name, license number, last four digits of your social security number and date of birth on all correspondence. You will be required to return your current wall and wallet license.

While on an inactive status, you do not need to maintain professional liability insurance, meet continuing education requirements, or pay the biennial license renewal fee. Of course, under inactive status, **you may not write prescriptions; not even for yourself or family.**

7. How can I get a certification/verification of my license (Letter of Good Standing)?

To obtain a verification of licensure/letter of good standing, please complete the Request for Verification/Certification of Licensure form and submit it along with the appropriate fee (a \$15 check/money order). Check/money order should be made payable to the Commonwealth of PA. Send the completed form and fee to State Board of Osteopathic Medicine, P.O. Box 2649, Harrisburg, PA 17105-2649. You can download this form from our website at www.dos.state.pa.us/ost. Click on Licensure Information and then click on Board Forms. **PLEASE NOTE:** Effective May 19, 2008, Letters of Good Standing/Verifications of Licensure will only be sent to another licensing board directly from our office. These verification documents will no longer be provided to applicants. Each licensing board in the United States has been made aware of this new policy.

8. How do I get a copy of my license?

You may obtain a duplicate copy of your license on our website at www.mylicense.state.pa.us. Click on the link [duplicate licenses/address changes/application status](#). First time users will be required to register and create a user ID and password.

You may also request a duplicate copy of your license via mail by submitting a request in writing to the Board which includes your full name, license number and last four digits of your social security number along with the appropriate fee (a \$5 check/money order). Check/money order should be made payable to the Commonwealth of PA. Send the completed form and fee to State Board of Osteopathic Medicine, P.O. Box 2649, Harrisburg, PA 17105-2649.

9. How can I get a copy of an application?

Applications can be downloaded from our website at www.dos.state.pa.us/ost. Click on Licensure information and then Board forms. Many downloadable forms on the Department of State website are available in PDF format only and are best viewed with Adobe Acrobat Reader. If you would like to view and/or print these forms and you do not have the most recent copy of Adobe Acrobat Reader installed or as an add-on to your browser, Adobe provides the viewer at no cost. This viewer provides the capability to view and print the document. You will need to

have Adobe Acrobat software on your computer in order to view and download applications. This software is free and available Adobe website using the link below:
<http://www.adobe.com/products/acrobat/readstep2.html>

10. How can I check the status of my application?

You may check on the status of your application on our website at www.mylicense.state.pa.us. Click on the link [duplicate licenses/address changes/application status](#). First time users will be required to register and create a user ID and password. You will need to have your registration code available at the time you register. This registration code is printed on your license.

11. How do I verify a license of a medical professional?

Information regarding a practitioner's license can be verified through the following website:
www.licensepa.state.pa.us.

12. When do the Osteopathic Board licenses expire/renew?

All the Osteopathic Board's licenses are issued on a biennial basis. The osteopathic physician license and the physician assistant license expire on October 31st of every even numbered year. The osteopathic Athletic Trainer and Respiratory Therapist registrations expire on December 31st of every even year. Renewal notices are sent to all "active and active-retired" status licenses at the address information on file with the Board approximately 90 days prior to the expiration date.

It is important that current address information is on file with the Board to ensure that you receive this renewal information, when mailed. If you need to update your address information, please complete and submit a change of name/address form. This form can be downloaded from the website at www.dos.state.pa.us/ost. Click on licensure information and then Board forms.

You can also change your address online at www.mylicense.state.pa.us. Licensees will need to register by creating a user ID and password to access our system and your records in order to complete an address change. You will need to have your registration code available at the time you register. This registration code is printed on your license.

13. What is a volunteer osteopathic medical license (DO)?

As an active, active-retired or inactive physician you may wish to volunteer your services at approved charitable health clinics. Physicians who wish to volunteer their time in such clinics may obtain a volunteer license. **There is no charge for the volunteer license, you are excused from professional liability insurance requirements (for the volunteer license only) and you may prescribe for yourself and your family. You are required to meet the continuing medical education requirements.** You can obtain additional information regarding the volunteer license requirements and download an application from our website at www.dos.state.pa.us/ost.

14. What are the continuing medical education requirements?

Detailed information regarding the State Board of Osteopathic Medicine continuing education requirements for Osteopathic Physician and Surgeons as well as Respiratory Care Practitioners and Athletic Trainers are outlined in the Board's regulations on our website through a link Special Notices www.dos.state.pa.us/ost.

15. Who is eligible for a continuing medical education exemption (DOs)?

- An osteopathic physician applying for licensure in this Commonwealth for the first time shall be exempt from the continuing medical education requirement for the biennial renewal period in which initial licensure is acquired.
- An osteopathic physician holding a graduate training license within the renewal cycle shall be exempt from the continuing medical education requirement.
- An osteopathic licensee who holds an active/retired license, who provides care only to immediate family members, shall be exempt for the continuing medical education requirement
- An osteopathic physician who is on inactive status shall be exempt from the continuing medical education requirement.
- A physician who is seeking to reinstate an inactive or expired license shall show proof of compliance with the continuing education requirement for the preceding renewal period.

16. Who is eligible for a waiver of the continuing medical education requirements (DOs)?

The Board may grant a hardship waiver of all or a part of the continuing medical education requirement in cases of serious illness, military service or other good cause provided that the public's safety and welfare will not be jeopardized by the granting of the waiver. A request for waiver must be made in writing, with appropriate supporting medical/military/etc. documentation, and include a description of circumstances sufficient to show why compliance is impossible. The Board on a case-by-case basis will evaluate waiver requests. The Board will send written notification of its approval or denial of a waiver request.

17. How do I file a complaint?

You can obtain information regarding the Department of State complaint process on our website at www.dos.state.pa.us. Click on Professional Licensure and then click on Complaints. You can review facts you should know when submitting a complaint, the complaint process and how complaints are handled. You can also file a complaint online through this website or download a paper copy of the form to complete and submit through the mail. The Professional Compliance Office (Complaints) can be reached at 800-822-2113.

18. How can I view disciplinary information on licensees?

Information on disciplined osteopathic licensees can be found at www.dos.state.pa.us/ost. Click on consumer information and then disciplinary actions.

19. What is MCARE and what are the reporting requirements?

On March 20, 2002, Governor Schweiker signed into law the Medical Care Availability and Reduction of Error Act.

The law creates, among other requirements, a mandatory self-reporting obligation on osteopathic physicians. Osteopathic physicians are obligated to self-report to the Board within 60 days of the occurrence of any of the following: receipt of service of a civil professional liability complaint, notice of a disciplinary action by another jurisdiction, any controlled substance conviction, and any arrests for criminal offenses such as homicide, assault, sexual offenses, and controlled substance violations.

Reports must be sent to the following address and must include the following information and documents:

**STATE BOARD OF OSTEOPATHIC MEDICINE
ATTN: MCARE REPORTS**

**P.O. BOX 2649
HARRISBURG, PA 17105-2649**

1. The court where the case was filed
2. Docket number
3. The date the civil complaint was served on the physician
4. A description of the allegations
5. A complete copy of the civil complaint (DO NOT SUBMIT WRIT OF SUMMONS) or court documents relating to disciplinary action, conviction or arrest.

Failure to report may result in disciplinary action against the physician's license. Physicians, other health care workers, and medical facilities also have responsibilities to report any event involving the clinical care of a patient that results in an unanticipated death or patient injury.

More information and a copy of the Act can be found on the Board's website at www.dos.state.pa.us/ost. You can also view information on the Department of Insurance website at: www.mcare.state.pa.us.

20. How do I obtain copies of my medical records from my doctor and is there a fee?

Information regarding medical records (charging for copies, retention, etc.) can be found in the Osteopathic Board's law and regulations on our website at www.dos.state.pa.us/ost. An osteopathic physician is required to comply with a patient's request for a copy of their medical record within a reasonable period of time. It is considered unprofessional conduct for failure to make available to the patient or another designated health care practitioner the medical record or a copy of the medical records. A reasonable fee may be charged for making available copies, forms or reports. The fee schedule for maximum charges may be found at www.health.state.pa.us. Prior payment for professional services may not be required as a condition for making the copies available.

21. How long does a doctor have to maintain my medical records?

Information regarding medical records (charging for copies, retention, etc.) can be found in the Board's law and regulations on our website at www.dos.state.pa.us/ost. A physician shall retain a patient's medical record for at least 7 years from the date of the last medical service for which a medical record entry is required. The medical record for a minor patient shall be retained until 1 year after the minor patient reaches majority, even if this means that the physician retains the record for a period of more than 7 years.

22. Where can I obtain information regarding hospitals/health care facilities?

The information you are requesting is available through the Department of Health, Bureau of Facility Licensure and Certification at 717-787-8015 or on their website at www.health.state.pa.us.

23. Does Pennsylvania license radiology technicians?

Pennsylvania does not license radiology technicians. To work in an osteopathic physician's office the personnel must either be certified by ARRT or pass the examination administered by the State Boards of Medicine and Osteopathic Medicine. Regulations regarding personnel performing radiological duties can be found on our website at www.dos.state.pa.us/ost. Click on Rules and Regulations, Subchapter E.

24. How do I obtain an osteopathic temporary/graduate medical training application?

The application for a graduate training license must be obtained from the Medical Staff Office of the Hospital where you will be training. **Please contact the hospital directly to request an application.**

25. Do I need to maintain professional liability insurance?

If you hold an active osteopathic physician and surgeon (DO) license and are actively practicing osteopathic medicine in the Commonwealth of Pennsylvania, you are required to maintain professional liability insurance. Exemptions to this requirement can be found at § 711(j) of the MCARE Act (Act 13 of 2002) or on the MCARE website at www.mcare.state.pa.us.

26. What is the Board's mailing address, telephone number and hours of operation?

The Board's office hours are 8:00 am to 5:00 pm. Address and contact information:

Mailing Address

State Board of Osteopathic Medicine
PO Box 2649
Harrisburg, PA 17105-2649

Telephone: 717-783-4858

Fax: 717-787-7769

Email: st-osteopathic@state.pa.us

Courier Address

State Board of Osteopathic Medicine
2601 North Third Street
Harrisburg, PA 17110

27. When does the State Board of Osteopathic Medicine meet?

The State Board of Osteopathic Medicine meets once a month. For additional information regarding Board members and/or meeting dates, please visit our website at www.dos.state.pa.us/ost