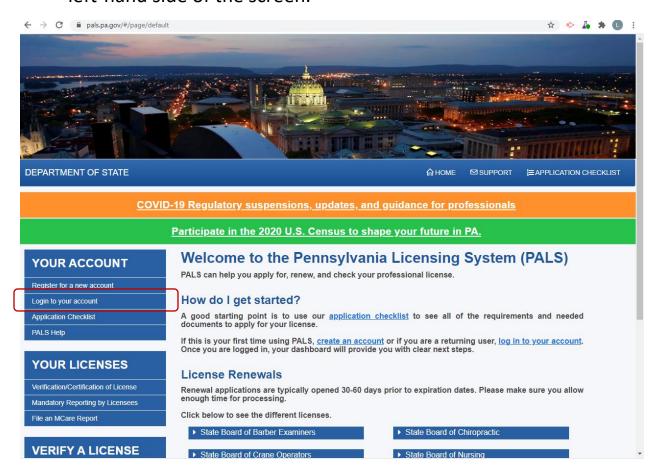
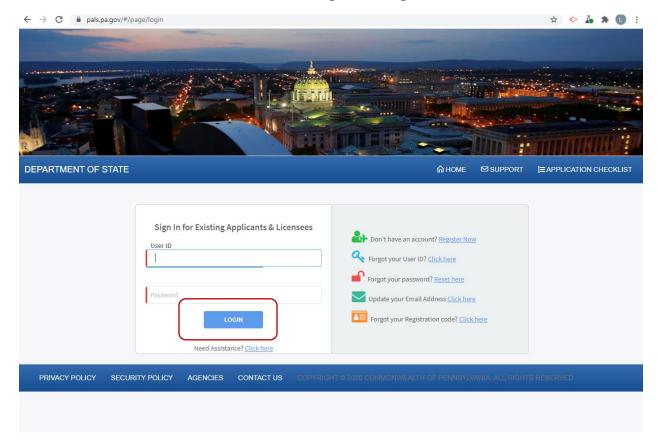
## User Guide for Certified Registered Nurse Practitioner (CRNP) Prescriptive Authority Collaborative Agreement Application

These instructions will provide the applicant with the steps on how to submit a request for a CRNP Prescriptive Authority Collaborative Agreement approval. To complete the application, both the CRNP and the primary collaborating physician will need to log into their online licensing account to complete specific portions of the application.

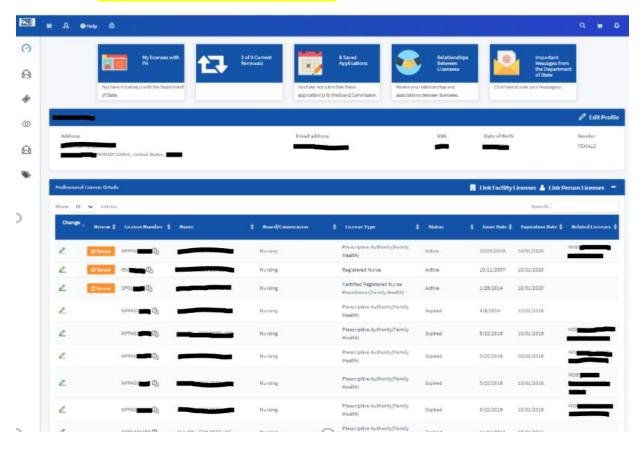
 CRNP will log into their PALS account by going to <u>www.pals.pa.gov</u> and clicking on "Login to your account" on the left-hand side of the screen.



• The CRNP will need to log in using their credentials.



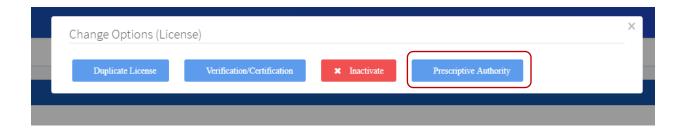
 Once logged in, the CRNP dashboard will be shown. Scroll to the Professional License Details section.



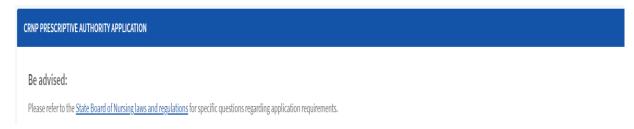
• Click the Pencil Icon beside the Active CRNP number with which the collaborative agreement will be associated.



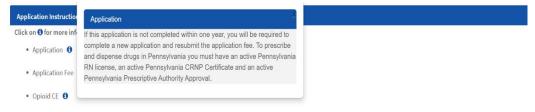
 The Change Options (License) menu will appear. Click on the option for Prescriptive Authority.



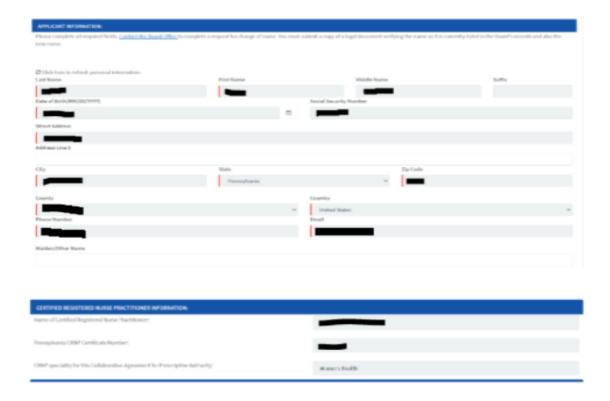
- Once Prescriptive Authority is clicked, the application for CRNP Prescriptive Authority will appear.
  - CRNP Prescriptive Authority Application board information section will appear at the top of the page:



 A checklist is available in the Application Instructions section detailing the necessary items for this application.

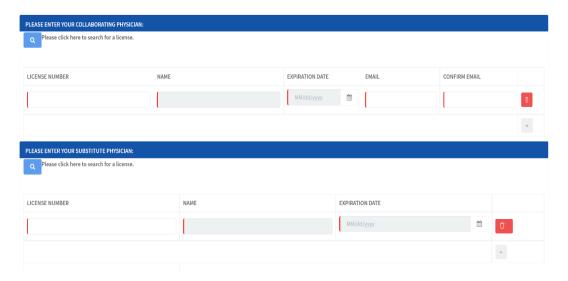


 The Applicant Information and Certified Registered Nurse Practitioner Information sections will be prepopulated.

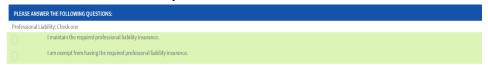


NOTE: If CRNP has multiple specialties ensure the specialty associated with this agreement is displayed.

- Collaborating and Substitute Physician sections are mandatory fields. Physicians must hold current Pennsylvania physician licenses. Enter the two-letter prefix as well as any suffix. Press [Tab] key to populate the information.
  - Collaborating Physician –only one Collaborating Physician can be listed per agreement.
  - Substitute Physician(s) multiple substitute physicians can be listed per agreement. Click the (+) sign at the lower right of the substitute physician section to enter additional physicians.



- o CRNP must complete the sections related to:
  - > Professional liability insurance



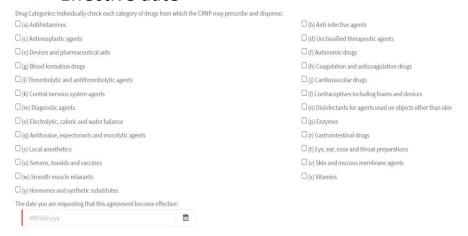
Circumstances and how often the collaborating physician will personally see the patient



## > Controlled substances

Controlled Substance Prescribing Authority: (Check YES or NO for each Schedule
Schedule II (Maximum 30 Day Supply)  Yes No
Schedule III (Maximum 90 Day Supply)  Yes No
Schedule IV (Maximum 90 Day Supply)  Yes No

- Categories of drugs from which the CRNP may prescribe or dispense
- > Effective date



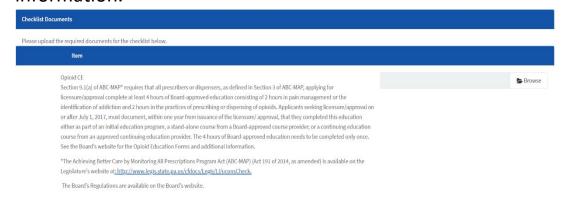
 Once all information has been entered, the CRNP will proceed to the verification section. After reading each section, they must agree to the information by clicking on each box next to the confirmation statement. They must then type their name on the signature line to electronically sign the application. O Verification Statement Section:



CRNP Signature section for the agreement section:

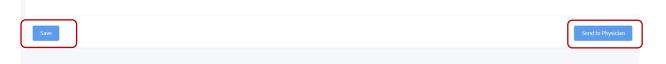


 Checklist Document Upload section: This section is not mandatory if the CRNP has already provided the information.

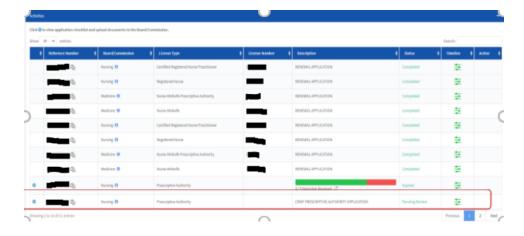


- Save and Send to Physician buttons:
  - ➤ Save allows the applicant to save information and send it to the collaborating physician at a later time.

➤ Send to Physician — applicant must click this button to send the application to the collaborating physician for review.



 Application will be listed as 'Pending Review' under the My Activities section of the CRNP Dashboard:



- Once the CRNP sends the agreement to the collaborating physician, an email will be sent to the collaborating physician.
  - Collaborating Physician Email Notification:
    - ➤ The Collaborating Physician will receive an email with the information of the Prescriptive Authority Application from the CRNP.



- Collaborating Physician will log in to their PALS account to access the application under their My Queue section:
  - ➤ The Collaborating Physician will not be able to edit the information.
  - ➤ The red icon allows the collaborating physician to view the information.
  - ➤ The blue button allows the collaborating physician to reject or approve the agreement.





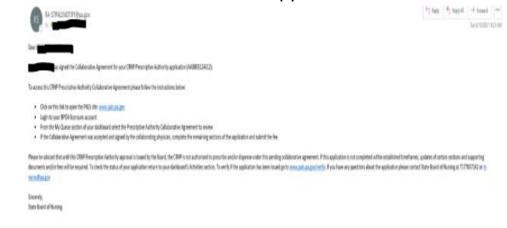
 Collaborating Physician must then type their name on the signature line to electronically sign the application.



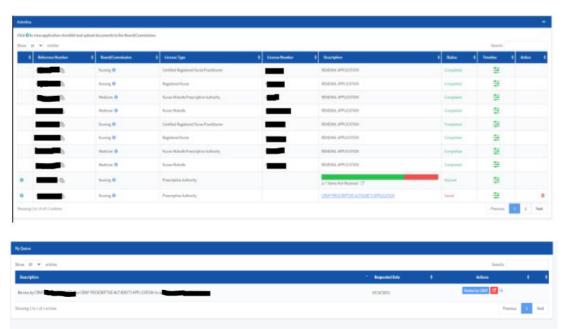
- Collaborating Physician will either reject or approve the application.
  - ➤ Save allows the collaborating physician to save information and reject or send to the CRNP at a later time.
  - Reject button sends the application back to the CRNP to make changes.
  - > Send to CRNP button approves the application



- Once Collaborating Physician approves the application, the application will be sent back to CRNP to complete the process for submission. The CRNP will receive an email notification.
  - CRNP Email Notification for Approval:



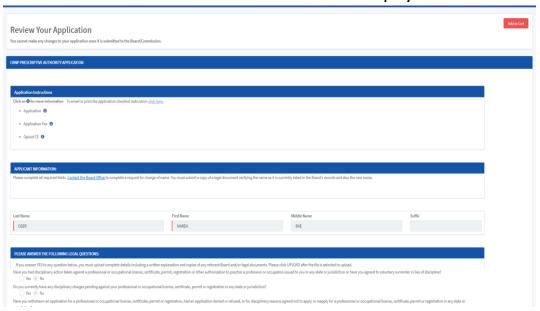
 CRNP will log in to their PALS Account to access the application under 'My Activities' or 'My Queue' section:



- CRNP will complete the application by answering the Legal Questions:
  - ➤ Legal Questions answering 'yes' to any of the legal question will prompt a mandatory upload of a document.
- CRNP will submit the application by clicking the 'Submit' button.



- CRNP will be directed to review the application. Changes can only be made to the legal questions.
- o Add to Cart button will also be available for payment.



- o CRNP will be directed to their cart to review the fees.
  - > \$95 for a first time Prescriptive Authority application.
  - > \$45 for any subsequent Prescriptive Authority applications.



- CRNP will need to click the check box next to the left of the prescriptive authority application and then acknowledge that all fees are non-refundable by clicking the box under the application in the cart.
- They will then click on the 'Proceed to Payment' button to be directed to the payment page to enter payment

## information.

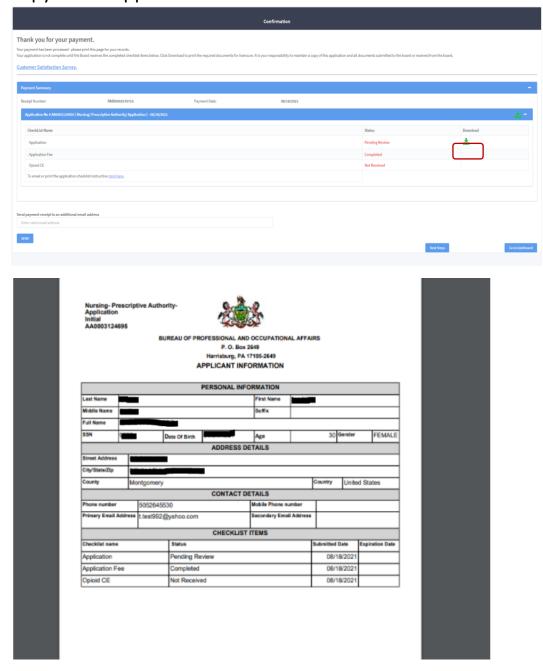
## Pay With Your Credit Card

Cardholder Name
Credit Card Number
VISA OSCOVER DEB
Expiry Date (MMYY)
Security Code
Present
CVV2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.
Address
City
State/Province
Alabama
ZIP/Postal Code
Country
United States 🗸
Email
A confirmation email will be sent to this address.
Pay With Your Credit Card

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.

We respect your privacy. We will pass your name, address or e-mail address on only to the merchant.

 After successful payment, CRNP will be directed to the payment confirmation page, where they can download a pdf copy of the application.



• The Application will be submitted to the Board for review. After approval, a printable CRNP Prescriptive Authority Collaborative Agreement will be generated.

CRNP- Prescriptive Authority- Collaborating Agreement NPPA016626				
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS				
P. O. Box 2649				
Harrisburg, PA 17105-2649				
COLLABORATIVE AGREEMENT FOR CRNP PRESCRIPTIVE AUTHORITY				
Name of Certified Registered Nurse Practitioner:				
Pennsylvania CRNP Number:				
CRNP Specialty :		Family Health		
Professional Liability				
I maintain the required professional liability insurance.				
COLLABORATING PHYSICIAN DETAILS				
Туре	Physician license No.	Full Name		
Collaborating	OS	Put Name		
Physician	OS.			
	SUBSTITUTE	PHYSICIAN DETAILS		
Туро	Physician license No.	Full Name		
Substitute Physician	MD			
Substitute Physician	MD			
CIRCUMSTANCES /	AND HOW OFTEN THE COLLAB	ORATING PHYSICIAN WILL PERSONALLY SEE THE PATIENT		
CRNP Request				
CONTROLLED SUBSTANCE PRESCRIBING AUTHORITY				
Schedule Type		Days Supply		
Drug Schedule 2		30 day supply		
Drug Schedule 3		0 day supply		
Drug Schedule 4		0 day supply		
DRUG CATEGORIES FROM WHICH THE CRNP MAY PRESCRIBE OR DISPENSE				
Antihistamines				

Effective Date :	03/11/2021		
	(mm/dd/yyyy)		
This Collaborative Agreement for Prescriptive Authority contains the details regarding the prescribing and dispensing of drugs between the following parties:			
(NPPA	03/11/2021		
Signature of CRNP	Date Signed (mm/dd/yyyy)		
(OS	03/11/2021		
Signature of Collaborating Physician	Date Signed (mm/dd/yyyy)		