**How to get your license in 20 (-thousand or so) easy steps…**

This is a basic outline of when and how to apply for Step 3, a license, an NPI/DEA number, and e-prescribing. Please read it all the way through to get an idea of all of the steps. It can be trying, but chip away at it a little bit at a time and you will have your license shortly after starting your second year. This may not be all inclusive, so be sure to ask those of us who have gone through it if you have any more questions! As a note to those of you who try to get things started before reading this whole document a couple of reminders up front:

- Don’t pay for your DEA, there’s an option in the payment section…make sure you do the free one since you work for the guvment

- Use the Hospital address for your license (NPI and DEA). Patients can look this up and you don’t want surprise visits on your doorstep.

- Would recommend doing all of your mailing through the residency office. That way, it can be sent via FedEx, tracked, and is much more convenient. Also, Tami will make copies of everything so the guvment can’t claim to have lost anything!

- JoAnn in the residency office is a notary public.

**FALL OF INTERN YEAR - Step 3**

Start to think about when to take step 3. This needs to be done during a vacation block in the fall/winter/spring sometime. The test is only two days, so you can still take vacation that block if you want.

1. APPLY for Step 3

-You have to apply 3 months before you want to take it, and it will cost ~ $830 (as of 2016). You can get reimbursed once you have your passing score, so keep your receipt! This reimbursement comes out of your CME.

<http://www.fsmb.org/usmle_apply.html> -- -application website

<http://www.fsmb.org/usmle_forms.html> -- -ID form that needs to be notarized

(fyi, CA is under “medical board of California”; so it’s easy to gloss by in the drop down list)

2. You will need to get your passport photo notarized (save that spare passport photo for your license application - or ask the residency office if they can print your interview day photo). JoAnn is a notary so email to see if she is available. Make sure to bring a valid driver’s license or passport. When all this is done, your certificate will get released and you can schedule the test.

Test Info:

-The test takes 2 days (for MD, one day for DO).

-Day one is all day 8am-4pm or so.

-Day two is 4 blocks of regular 45min testing blocks and then the weird cases. Be sure to do the practice cases that you can download online. They are not hard, just a little strange formatting.

**WINTER/SPRING OF INTERN YEAR - License application**

-Apply for your license anytime after 6 months of residency is under your belt! ~ January of Intern year.

Taking step 3 IS NOT a prerequisite to starting this process, and it has multiple steps (including getting forms from your medical school – which can take some time). You don’t even need to have all the components to start the application. The last thing the application needs is a letter signed by Dr. Moeller stating you have successfully completed your first year, and that should be the rate limiting step (these are the L3/L4 forms and Tami takes care of them automatically; they are submitted to the Board the first week in July). Fill out as much as you can and send it in, and get your medical school to send everything in so that as soon as intern year is over your application will be complete. So when you’re bored in the fall/winter one day and have extra cash to shell out, start the application! Again, you must have proof of your license before you get reimbursed, so SAVE ALL RECEIPTS. The total price will add up to about $905. You are in a training program so you qualify for the cheaper fees – read carefully! (License fees are reimbursed by the County, not your CME money)

To apply for your license (multiple part process):

1. There is an online method of getting your license. It’s called BreEZe. On the site, there is also a link to the paper form too so you have all the instructions. If something isn’t obvious, just read the instructions- annoying, but that is why they are there

START HERE: <https://www.breeze.ca.gov/datamart/loginCADCA.do> -- - The BreEZe website

- If doing the online application you must still mail a signed, notarized L1F form (<http://www.mbc.ca.gov/Forms/Applicants/application_forms_l1f.pdf>), with your photo attached, to the Board at the following address:

Medical Board of California

2005 Evergreen Street, Suite 1200

Sacramento, CA 95815

1a. For DO applicants: not the same Board as MD applicants!

<http://www.ombc.ca.gov/licensees/>

2. You will also need to get your USMLE transcripts. It is easiest to do this online and send them electronically from this website and will cost $65.

<http://www.fsmb.org/transcripts.html>

3. You will need to have a form sent from your medical school saying that you graduated in good standing. They will know what you’re talking about since every state has a similar form and all graduates do this every year.

4. You will also need a copy of your transcripts from your medical school sent directly to the state.

5. You will need a certified copy of your diploma from your medical school-- usually the bursar or registrar handles this. Alternatively, you can send the state your actual diploma along with a copy and they’ll mail it back to you.

6. Finally you’ll need to get fingerprinted (hopefully you did this ahead of time when you got fingerprinted for the county). If you submit online and pay the $905, that will include the cost of the livescan fingerprints. The state will send you the correct forms to take to the fingerprinting place. Go to the following website for options.

<http://ag.ca.gov/fingerprints/publications/contact.htm#contracosta>

7. Once you've submitted your application, you can go to this website to check the status:  
<https://www2.mbc.ca.gov/WAAS/>  
The first letter you get from the state confirming that they got your application will have an ATS number on it that will allow you to login and check on the status.

I found that communication and organization is key. Use the checklist and keep copies of everything. The residency office is a great resource for this but I would keep your own set also.

**AFTER YOU GET YOUR LICENSE - DEA, CURES, NPI, E-Rx’ing**

First off, congratulations! You are an amazing person. Seriously! Celebrate! OK, that was fun, now back to the business at hand…

8. Apply for a DEA (for prescribing). Go talk to Tami and she will explain the DEA waiver for working for the government. You also need your NPI (National Provider Identification) #.

8a. You should have gotten and NPI # during (or before) intern orientation. For your NPI go to the following website to look yourself up.

<http://npinumberlookup.org/>

When you applied for your NPI, you will got a confirmatory email – you need to keep this for getting your Medicare/Medical billing set up with CA. You will get a packet of paperwork from our County Finance offices to sign you up so the County can bill for your services, usually a few months after you get your license/NPI.

Tami helps coordinate this - so contact her if you need help with that NPI email. She will coordinate with you on the paperwork.

8b. For the DEA number, guess what??? Fill out another application!

-Go see Tami in the Residency Office first to get information on how to fill out the Personal Information portion. If you do not, you will be billed several hundred dollars that are not reimbursable.

DEA IS FREE. You are exempt because you are a government employee. The form—with the

commas—is slightly confusing, but the continuously updating help on the left actually helps!

<https://www.deadiversion.usdoj.gov/webforms/jsp/regapps/common/newAppLogin.jsp>

Personal information (Page 2):

\*\* Please use the following information to waive the fee-exempt status\*\*

1) Tax ID: 946000509

2) SSN: Your SSN (No Dashes)

3) Check "Certification for Fee Exemption - Government Only"

Personal information (Page 3)

1) Name of Fee Exempt Institution: Contra Costa Regional Med. Center

2) Certifying official: Samir Shah, MD

3) Certifying Official Title: Chief Medical Officer

4) Certifying Official Phone Number: (925) 370-5115

5) Check "I have read the above, and agree"

-apply as an individual practitioner

-check box all the schedule meds

9. Once you’ve gotten your DEA + License + NPI, Register for CURES 2.0

This is required once you have a CA Medical License. CURES is the system by which they track if individual patients are getting controlled substances (read: opioids, benzos) from multiple sources.

Go here to register (free): <https://pmp.doj.ca.gov/pmpreg/RegistrationType_input.action>

(try to do this on Chrome or with a more updated Explorer than most County computers have)

It is two steps: register with your email. Once you get the confirmation from DOJ you can then actually set up the account. It does not take long but you need to remember which of the ~7 security questions you pick in step 1 registration (and the order) and use them/the answers to create the actual account

10. Let Tami know once this is complete. She will contact Steele Colby who will then give you a MediCal Packet and set you up with E-prescribing. You will also then need to contact Sue Pfister who will set you up with a PECOS application (for MediCal/MediCaid providers).

11. After you get your DEA, contact Cheryl Goodwin and she will set up your e-prescribing of narcotics (you’ll need to go to the med-staff office for repeat finger printing).

**SUMMARY**

You can do it! It is a lot of busy paperwork, but so satisfying once you can sign your own prescriptions.

Here is a common timeframe (+/- a few months) to get your license at the beginning of your second year:

July-December: Submit step 3 application.

August-February: Take step 3.

April: Submit finalized application for license (i.e., start this process well before April mainly to give your medical school time to get the stuff in!)

July: Receive your license!

Once you get your license: Apply for DEA and NPI. DEA can take a month or so.

After you have everything, bring the originals to Credentialing in the Medical Staff office to get scanned into Epic and have her e-mail a copy to Tami so it is on file for our various activities (including CHO second year) and she can get you a stamp! (or bring everything to Tami and she will get it to the Med Staff office). Also, you can get credentialed to do moonlighting at this time (short-notice clinics and the such). This is a good time to get this done since you are in such a good mood and wouldn’t mind a little more paperwork.

CONGRATS AND GOOD LUCK!

(I realize this is a novel and can be overwhelming. Please don’t hesitate to reach out to the chiefs or fellow residents if you have any questions!)