

DOES YOUR LICENSE TO PRACTICE MEDICINE EXPIRE ON JANUARY 31, 2012!

Very soon, renewal postcards will be mailed to physicians whose licenses expire January 31, 2012. **Remember, if your address is not current with the Board of Medicine, you may not receive the postcard. This postcard will be your one-time only reminder from the Board of Medicine.** Check your medical license right now to see if your license expires January 31, 2012, and verify the Board of Medicine has your correct address. Don't procrastinate; go online and see how easy it is to renew.

To begin the renewal process, go to www.doh.state.fl.us/mqa and click the red *login* button on the right side of the screen. Log in using your user id and pass code. If you cannot remember this information, click the *Get Login Help* button. In addition, there is a checklist at the bottom of this article that can be used as a tool when renewing your license.

CME Requirements

For physicians whose license expires January 31, 2012, your CME must be completed between February 1, 2010 and January 31, 2012. The following requirements must be met at the time of renewal:

Domestic Violence	2 hours This course is required every third licensing biennium. You are encouraged to go online to determine if you are required to meet this requirement for renewal.
Prevention of Medical Errors	2 hours This course has specific course content requirements that change every 2 years and are described in Rule 64B8-13.005, Florida Administrative Code (FAC). Go online to access the rule for more information.
General CME	<ul style="list-style-type: none">• If domestic violence is due, 36 hours• If no domestic violence is due, 38 hours

Update Your Practitioner Profile

While logged in be sure to review your profile for updates and changes. Make any necessary changes at this time. **Also, make it a regular habit of checking your profile because Section 456.042, FS requires changes be made within 15 days.**

Designate Yourself as a Controlled Substance Prescribing Practitioner

While logged on and reviewing your profile, you can designate yourself as a controlled substance prescribing practitioner, as required in s. 456.44(2), Florida Statutes (FS), if applicable. This can be done online by simply checking the designated box. But remember, **if this applies to you, this must be done no later than January 1, 2012.**

Establish a Relationship with a Pain-Management Clinic

If you have a relationship with a pain-management clinic as provided in Section 458.3265(2), FS, be sure to establish that relationship while logged on. The Board of Medicine online services feature makes this easy for you to do. **Remember you are required to notify the Board within 10 days of beginning or ceasing practice at a pain-management clinic.**

Physician Workforce Survey

This survey is required by Section 381.4018, FS so do not skip this part of the online renewal. If you have elected not to renew online, be sure to download a paper copy of the survey from the Board of Medicine web site to complete and mail. This information is useful to the Department of Health in determining workforce shortage areas.

Renew Your License

When renewing, you attest that you have completed your CME requirements and you also **elect the appropriate financial responsibility. Take one last minute to review for accuracy. When you are done, but sure to print the confirmation page as proof you renewed your license.** This is especially important for physicians who wait until the last minute to renew.

For the first time, primary care providers that have posted a schedule of charges for medical services provided to patients can elect a one-time exemption from CME requirements and the renewal fee. When renewing online, physicians will be asked if this exemption applies. Section 381.026, FS outlines specific requirements for the sign, the exemption and also provides a definition of 'primary care provider'. Be sure to read the law in its entirety to ensure compliance.

Mailman (Interested Parties)

This is a new feature that allows you to receive important information right to your inbox, such as new laws, rules and meeting information. Go to www.doh.state.fl.us/mqa/medical and click on *Mailman* in the blue box on the left side of the screen. Enter your email address and hit *Subscribe*.

You can use the checklist below as a tool to assist you when renewing your license.

- I have met the CME requirements
- I have checked my Practitioner Profile and made updates or changes, if applicable

- I have established a relationship or removed a relationship with a pain-management clinic, if applicable
- I have designated myself as a controlled substance prescribing practitioner as provided in s. 456.44(2), Florida Statutes, if applicable
- I have completed the Physician Workforce Survey
- I have renewed my license and printed confirmation
- I have joined Mailman

Remember to renew your medical license and to renew early.