

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). The medical board 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.deadiversion.usdoj.gov/drugreg/reg_apps/index.html to fill out an application online.
2. Submit/Mail in the application.
3. The application will be investigated, and if it is approved you will be assigned a number and be granted 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 \$731 for the three-year period.
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: A number of states—including, Nebraska, Nevada, New Jersey, New Mexico, Oklahoma, Puerto Rico, Rhode Island, South Carolina, South Dakota, Texas, Utah, and Wyoming--also require a separate state narcotics license.

Check with your state's controlled substance authority to find out if you need a state license as well.

The National Provider Identifier (NPI) and Medicare and Medicaid

In all likelihood you were issued an NPI during your medical training, and this number will most likely stay with you throughout your medical career. The NPI functions like a Social Security Number for physicians and other healthcare providers. It will follow you wherever you go, and will not be changed except in very rare cases (such as identity theft). If you incorporate or want to be paid through your corporation, you will have to apply for a separate NPI for your business. You can apply for an NPI online at <https://nppes.cms.hhs.gov/NPPES/Welcome.do>.

Once you have your necessary NPI(s) you can contact the Medicare Administrative Contractor (MAC) in your state to enroll as a Medicare provider. A list of MACs and their contact information is available in Appendix AA.

To register as a Medicaid provider, you will need to contact 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 enroll as a Medicaid provider, call the Office of Healthcare Systems and Financing Practice Management HelpLine (1-800-343-4671), and they will tell you who to contact in your state.

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 (see Appendix I).

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 psychiatry as well as in neurology and a number of other subspecialties, including child and adolescent psychiatry, clinical neurophysiology, forensic psychiatry, geriatric psychiatry, addiction psychiatry, pain medicine, and sleep medicine. Every certification exam is not given every year. The ABPN also has requirements for maintenance of certification (MOC) that must be accomplished over ten years after you are Board Certified. The APA website has information about the MOC requirements and resources needed to meet them at <http://www.psych.org/learn/cme/recertification-moc>,

You can download applications and information about the examinations and MOC from the ABPN's website (www.abpn.com).