

FREQUENTLY ASKED QUESTIONS: PHYSICIAN ASSISTANTS

APPLICATION & REQUIREMENTS

- **Where can I get an application?**

You can download the application at the Medical and Osteopathy website www.hawaii.gov/dcca/areas/pvl/boards/medical/application_publication/

- **How much are the fees?**

Information regarding the fees can be found on the instruction sheet attached to the application.

- **What are the requirements for licensure?**

In general, the requirements are:

1. Graduation from an accredited school or training program;
2. Passage of the national certification examination developed by the National Commission on Certification of Physician's Assistants (NCCPA); and
3. Current NCCPA certification.

- **Does Hawaii recognize a license from another state?**

We are not reciprocal with any other State. All applicants for licensure must meet the requirements above.

- **How can I check on the status of my application?**

Please call the Licensing Branch at (808) 586-3000 between 7:45 a.m. and 4:30 p.m., Hawaiian Standard Time.

LICENSURE

- **I've just moved to Hawaii. Do I need to have a supervising physician in order to receive my license?**

It's is not necessary to have a supervising physician in order to be licensed. In this instance, an inactive license would be issued and can be easily activated once you provide us with information on your supervising physician.

- **My supervising physician is no longer in practice. How does that affect my license?**

Without a supervising physician, your license will become inactive and you will not be able to practice until a physician directs and supervises you.

- **I'm applying for licensure in another State and they need a verification of my Hawaii license. How can I arrange to have one sent to them?**

Mail a request for verification to: DCCA, PVL, Licensing Branch, P.O. Box 3469, Honolulu, HI, 96801. Provide the name and mailing address of the State Board and enclose a check in the amount of \$15.00 made payable to Commerce and Consumer Affairs.

PRESCRIBING

- **Am I allowed to prescribe and dispense medication?**

If your supervising physician has authorized you to do so, you may prescribe and dispense legend drugs and schedules III through V to the extent delegated by your supervising physician, provided that you comply with appropriate federal and state regulations. Examples of this include registration with the U.S. Drug Enforcement Agency (DEA) and the Department of Public Safety's (DPS) Narcotics Enforcement Division (NED).

- **Will I be able to call in prescriptions?**

To call in prescriptions, you will need an oral code number from the Department of Public Safety's (DPS) Narcotics Enforcement Division (NED). Call (808) 837-8470 or write: DPS, NED, 3375 Koapaka Street, D-100, Honolulu, HI, 96819.

- **What do I need to do to prescribe controlled substances?**

To prescribe controlled substances, you will need to register with the U.S. Drug Enforcement Agency (DEA) and the State Department of Public Safety's (DPS) Narcotics Enforcement Division (NED).

The DEA may be reached at the Registration Call Center: (800) 882-9359. Or online at: www.deadiversion.usdoj.gov.

The NED may be reached at DPS, NED, 3375 Koapaka Street, D-100, Honolulu, HI, 96819. Or, you may call (808) 837-8470.

- **What about professional samples?**

You may request, receive and sign for professional samples as well as distribute them to patients, provided that the samples are not controlled substances.

RENEWAL

- **How often must I renew my license?**

Licenses are renewed every two years on January 31 of each even-numbered year. Renewal applications are sent out in November of the odd-numbered year. If you do not receive it by the end of November, please call (808) 586-3000.

- **How much are the fees?**

Renewal fees are \$120.00.

- **What are the requirements for renewal?**

Physician assistants must submit a renewal application, pay the renewal fee and submit a copy of the current NCCPA certificate.

- **Can I renew my license online?**

You will not be able to renew online as a copy of your current NCCPA certificate must be submitted with your renewal.

- **Can I renew my license after the renewal date?**

Licenses may not be renewed after the renewal date. However, you may restore your license if, within two years of your last renewal, you mail in:

1. the renewal form;
2. \$130.00; and
3. a copy of your current NCCPA certificate.

Licenses may not be restored online.

MISCELLANEOUS

- **Is there an inactive status for physician assistants?**

Yes, there is. If a physician assistant does not have a supervising physician, the physician assistant's license is automatically inactivated.

It may be reactivated if the physician assistant:

1. pays all the applicable fees;
2. submits a statement from the supervising physician; and
3. provides evidence of current NCCPA certification.

- **I recently moved and would like to know how I can file a change of address with your agency.**

To file a change of address, you will need to provide us with your name, license number and new address. You may send it through e-mail medical@dcca.hawaii.gov or mail it to: DCCA, PVL, Licensing Branch, P.O. Box 3469, Honolulu, HI 96801.

- **Where can I obtain licensing information on a physician assistant?**

Licensing information may be found at the Professional and Vocational License Search: www.ehawaii.gov/org/serv/pvl . Should you need further assistance, we invite you to call the Licensing and Business Information Section at (808) 587-3295, between 7:45 a.m. and 4:30 p.m., Hawaiian Standard Time.

- **How can I find out if a physician assistant has been disciplined?**

Complaints information may be found at the Licensee and Business Complaints History Search: www.ehawaii.gov/org/serv/cms .

- **Who do I contact to file a complaint against a physician assistant?**

To file a complaint, please contact the Regulated Industries Complaints Office (RICO) at (808) 587-3222 (menu option #3) or at: www.hawaii.gov/dcca/areas/rico/forms .

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- Can you tell me where I can find the statute and rules relating to physician assistants?

The Department website contains information on the statutes and rules at:
www.hawaii.gov/dcca/areas/pvl/boards/medical/statute_rules .