



Collaborating Physicians & Physician Assistants

Renewal of Active Collaborative Agreements

NEW PROCESS for 2021 – 2022 COLLABORATIVE AGREEMENT RENEWALS

In an effort to streamline the process for active collaborative agreement renewals, the division has refined the **Active Collaborative Plan Renewal** form (#08-0079a) for the 2021-2022 renewal period. This form allows the primary collaborating physician to submit ONE form vs. a separate form for each physician assistant/collaborative agreement.

Primary collaborating physicians are encouraged to complete and submit the **Active Collaborative Plan Renewal** form (08-0079a) *prior to the start of renewal* to help expedite physician assistants renewal processes.

This form MUST be signed by the primary physician for the collaborative agreement to be renewed, otherwise the plan will be voided.

The form may be completed via MY LICENSE **OR** downloaded from the Alaska State Medical Board [Applications and Forms](#) page.

SUBMIT VIA MYLICENSE

1. Login in to MY LICENSE: <http://professionallicense.alaska.gov/MYLICENSE>
2. Within your account, scroll down and view the **Relationships** section to verify **Collaborative Plan** information is accurate.
3. Under **Events**, locate **Agreement (Collaborative Agreements)** and select the **Submission** hyperlink under **Documents** column.
4. Complete and sign the form.
5. Navigate back to your MY LICENSE account > **Events** > **Agreement (Collaborative Agreements)** > **Agreement** and select **Upload File** under the **Documents** column to submit the completed form.

Events

Event Event Date ▼ All

Agreement (Collaborative Agreements) 9/28/2020

Status	Item	Amount Owed	Message from Examiner	Documents
✓ Completed	Submission		Please see the attached PDF for an electronic copy of the Active Collaborative Plan Renewal form (08-0079a). Primary collaborating physicians are encouraged to complete and submit the Active Collaborative Plan Renewal form prior to the start of renewal to help expedite physician assistants renewal processes.	9/25/2020
✓ Completed	Miscellaneous		Notice: PA Active Collaborative Plan Renewal Form - 2020 Renewal Preparation.	9/25/2020
⚠ Incomplete	Agreement		Please upload the completed Active Collaborative Plan Renewal form (08-0079a). You may only upload ONE (1) PDF file.	Upload File

Primary collaborating physicians will receive a notification email once it is processed.

DOWNLOAD and SUBMIT

1. Download the **Active Collaborative Plan Renewal** form (#08-0079a) from the [Applications and Forms](#) page.
2. Complete and sign the form.*
3. Submit the completed form to medicalboard@alaska.gov. To submit by mail or fax, use the contact details on the form.

** To verify collaborative plan information, view **your license** information via the Professional License Search: <https://www.commerce.alaska.gov/cbp/main/Search/Professional> and scroll down to view the **Relationships** section.*

NEED TO UPDATE YOUR COLLABORATIVE AGREEMENTS?

To **REMOVE** a collaborative plan, email medicalboard@alaska.gov with the effective end date of the agreement.

To **ADD** or **UPDATE** a collaborative plan, complete Form 08-4226(d) and (e) as applicable and mail or fax using the contact information on the form.

