

ALASKA Department of Commerce, Community, and Economic Development Division of Corporations, Business and Professional Licensing

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.

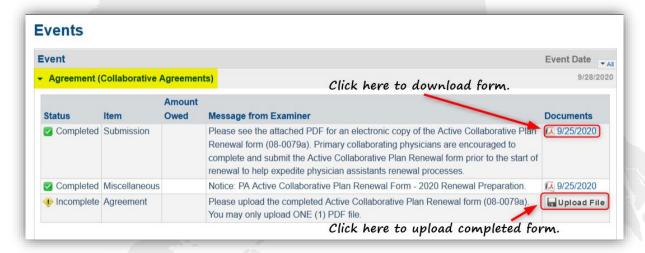
Primary collaborating physicians are encouraged to complete and submit the Active Collaborative Plan Renewal form (08-0079a) prior to the start of renewal to help expedite physician assistants renewal processes.

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.



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 <u>Applications</u> and <u>Forms</u> 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.

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.

^{*} 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.