



A Look at the APRN Protocol Process

To: UAPRN
By: GCMB staff
On: September 22, 2023

Staff Introductions



**Georgia Composite
Medical Board**

- **Daniel Dorsey**
 - Executive Director

Mission of the Board



Georgia Composite
Medical Board

To protect the health of Georgians through the proper licensing of physicians and certain members of the healing arts and through the objective enforcement of the *Medical Practice Act*.



Composition of the Board



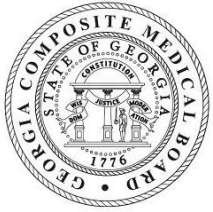
Sixteen Board Members

- 15 appointed by the Governor
 - Four-year terms
 - 13 physicians (11 MDs, 2 DOs)
 - Licensed and actively practicing in GA
 - 2 consumers
 - No ties to the practice of medicine
- 1 physician assistant (non-voting)
 - Appointed by the Board



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Board Committees



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Medical Board**

- **Advisory committee for each licensed profession and for APRN prescribing protocols**
 - Recommends Board actions to approve or deny license applications and on other profession-specific policy matters
- **Wellness Committee**
 - Recommends Board actions concerning impaired licensees
- **Investigative Committee**
 - Recommends Board actions on enforcement matters
- **Rules Committee**
 - develops rules that impact licensure

Number of active licenses in Georgia



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Licensing & regulating authority for **61,591** licensees as of **September 5, 2023**:

- Physicians 42,396
- Resident Physicians 3,054
- Physician Assistants 6,848
- Respiratory Care Professionals 6,439
- Cosmetic Laser Practitioners 1,387
- Acupuncturists 296
- Pain Management Clinics 231
- Orthotists and Prosthetists 217
- Clinical Perfusionists 190
- Genetic Counselors 533
- Auricular Detoxification Technician 0

Also, the approving authority for APRN prescribing and vaccine protocols

APRN Approval Process



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1. Application submission
2. Collection of all documents for the application file
3. Initial Review
4. Administrative Approval Decision
5. Board Review (if necessary)

APRN Checklist



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- Registration form
- Fee
- License verification
- National certification
- Resume / CV (**NEW**)
- Protocol agreement

APRN Application



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Registration Form

- Fill in all information – some people do not even fill in their name
- Credentialing contact info – not required
- Indicate the type of APRN (NP, CNM, CNS)
- License History section – another commonly overlooked part
- Government employee? Need proof of employment for fee exemption

APRN Application



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Application Fee

- \$150
- Applicants can pay via check or money order
- Current fee schedule:
<https://medicalboard.georgia.gov/about-us/fee-schedule>

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Copy of APRN License

- Card from the Georgia Board of Nursing
- Screenshot of SOS website is acceptable
- Must indicate active status and show the expiration date
- Advanced Practice NP or equivalent

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Copy of National Certification

- Wallet card, letter, or certificate
- Needs to indicate an expiration date
- FNP, Acute Care, Pediatrics, Psychiatric, CNM, etc.

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CV or Resume

- Needs to include:
 - Nursing education and training
 - Certification (Family, Acute Care, etc.)
 - Current position
 - Practice/work history
- Information can be helpful with understanding how specialties are comparable
- New requirement

APRN Application



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Protocol Agreement

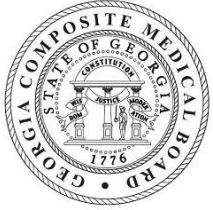
- Typing vs. handwriting
- Using the Board's template vs. your own
- Fill in all information!!!
- Keep a copy for your records

APRN Application



Protocol Agreement

- Page 1:
 - Date
 - APRN Name
 - APRN Contact Info
 - APRN DEA (if known)
 - Delegating Physician Name
 - Delegating Physician Contact Info
 - Delegating Physician DEA
 - Comparable Specialty



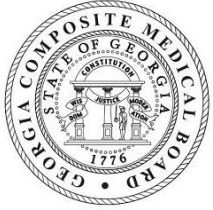
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Protocol Agreement

- Page 2:
 - Description
 - Specialty and practice setting
 - i.e. Family medicine and outpatient urgent care
 - Practice location
 - List multiple if necessary
 - Patient population
 - Specify the age group
 - Based on the NP's national certification
 - i.e. Infancy to 18/21 yrs old for Peds



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Protocol Agreement

- Page 3:
 - Section 2- APRN's authority and parameters
 - Appropriate drugs
 - Diagnostic studies -lab work
 - Diagnostic studies -x-rays
 - Medical devices
 - Medical treatments



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Protocol Agreement

- Page 4:
 - Section 2- Guidelines used when treating patients (at least 3 are required)
 - Section 3- Practicing telemedicine (yes or no)
 - Section 4- Procedures performed within scope or outside of scope (Form C)
 - Section 5- Ordering medical imaging tests (yes or no)
 - Section 7- Physician availability
 - Using just the delegating physician or consulting with other designating physicians (Form A)



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Protocol Agreement

- Page 5:
 - Section 9- Prescribing controlled substances (yes or no)
 - Section 12- Prescription drug refills (value less than or equal to 12 months)



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Protocol Agreement



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- Page 6:
 - Section 16- Professional drug samples (yes or no)
 - Section 17- Physician review and signing of records (value greater than or equal to 10%)
- Page 7:
 - Nothing to fill in
- Page 8:
 - APRN Name, Signature, and Date
 - Same for Delegating Physician

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Form A

- Form to allow other physicians to consult with the APRN
- Input APRN and Delegating Physician info at the top
- Enter info about Designating Physician on the rest of the page
- License History section is commonly overlooked

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Form B

- Form to terminate the protocol agreement
- Be sure to include names, license numbers, and the termination date
- Only one party needs to sign, but we request both the delegating physician and APRN to sign if possible



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Form C

- Form to allow the APRN to perform procedures outside their scope of practice
- National certification of APRN should be listed
- Need to include a procedure log with 10 unsupervised and 10 supervised cases
 - List complications (if any)
- Signatures of APRN and Delegating Physician are required

APRN Approval Process



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- APRN protocols can vary on how they are processed
- Most protocols are NOT reviewed by the APRN Committee and full Board, but rather, they are approved administratively
- The Board, through its APRN Committee, only reviews protocols with “red flags”
- Once the protocol is approved, the Board issues an approval letter, which is posted on our website



Professional Resources

[When You Apply](#)

[Frequently Asked Questions](#)

[Electronic Copy of License](#)

[Decorative Wall Certificate](#)

[License Certification - All Professions](#)

[Nurse Protocol Agreements Reviewed by the Board](#)

[How to file a complaint](#)

[Malpractice Reporting Form](#)

[Wellness Information](#)

[Become a Peer Reviewer for the Board](#)

Nurse Protocol Agreements Reviewed by the Board

The Georgia Composite Medical Board posts this information after each Board meeting. The Nurse Practitioners on these lists have submitted protocols to the GCMB for review, and it has been determined that the protocols meet the accepted standards of medicine for prescribing privileges.

- [List of Active APRN Protocol Agreements as of September 7, 2023](#)
- [List of Terminated APRN Protocol Agreements as of September 7, 2023](#)

Recent Approvals

[September 2023](#)

[August 2023](#)

[July 2023](#)

[June 2023](#)

[May 2023](#)

[April 2023](#)

APRN Approval Process



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- The approval letter is important for next steps in the credentialing process (DEA, hospital privileges, etc.)
- It is strongly suggested that an APRN not apply for DEA privileges until the protocol agreement is approved by the Board and an approval letter is issued

APRN Approval Process



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Common reasons for the APRN Committee to review an application include:

- If the APRN or delegating physician has discipline on their license
- If the APRN has a different specialty from the delegating physician
- If the APRN uses their own protocol agreement (instead of the Board's current protocol template)
- If the APRN has a Form-C with procedures outside of their specialty

APRN Approval Process



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- For a timeframe, it varies by the application and the completeness of the file. It can take as short as couple of weeks or as long as a couple of months. Best practice would be to submit the correct documentation the first time.
- Only about 15-20% of the protocols the Board receives are actually “complete.” The Board usually needs additional documentation that was not initially submitted, or the protocol agreement was not filled out fully or was filled out incorrectly.

APRN Approval Process

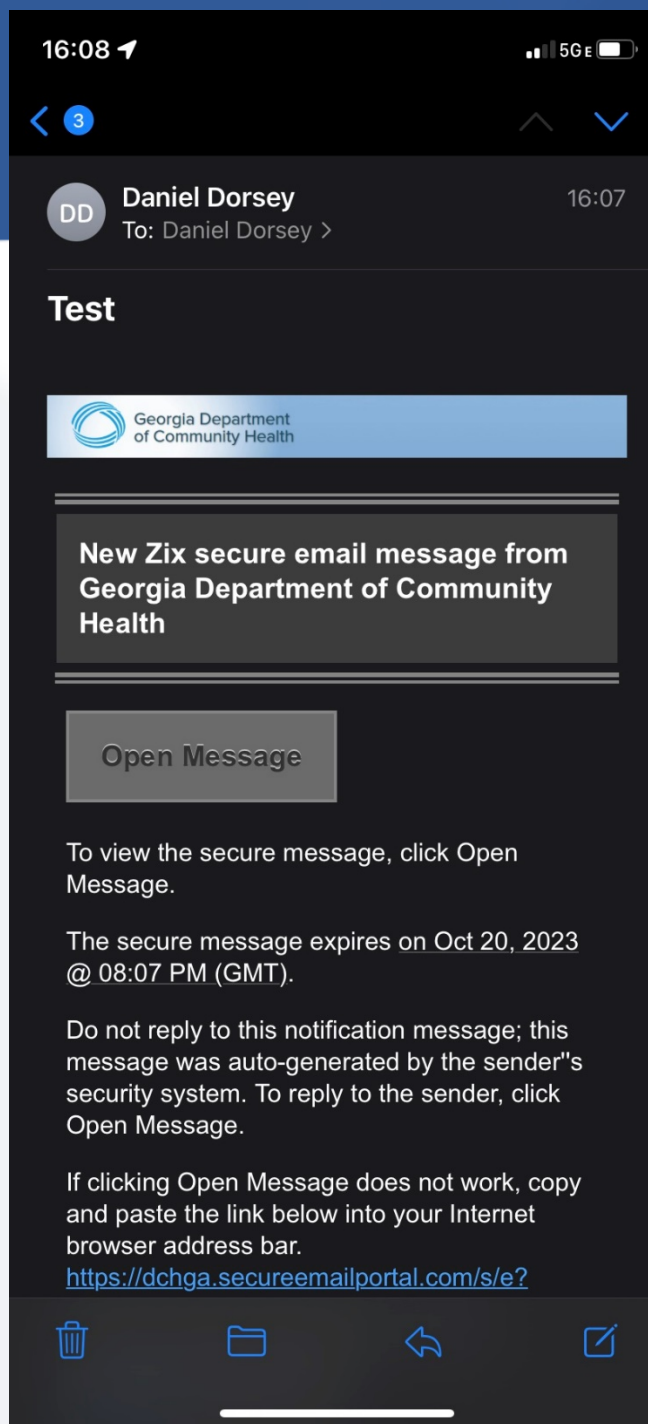


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- Be sure to list an email you regularly use on the registration form (i.e. personal vs. practice email)
- Additionally, responding quickly to emails from Board staff can shorten processing time
- Whitelist emails from the Board so they do not route to spam/junk folders
- All emails sent by Board staff are encrypted (next slide)



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Coming soon...



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- Electronic submission of documents via the same portal that our physician applicants use
- Payment via credit card
- Verification of active protocol status using the Board's online verification tool
 - Ability to download a copy of the protocol and approval letter





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Licensee Details

Please see below for details for the licensee you selected.

Name: William Kevin Bostock	Designation: DO
Lic #: 26458	Profession: Physician
Status: Active	Issued: 8/8/1984
	Subtype: Full
	Expires: 3/31/2025

Specialties

Specialty/Subspecialty	Certifying Board	Primary Specialty?
Family Medicine	ABFM	Y

Disclaimer: Please note that many valid certifying specialty boards do not participate in the American Board of Medical Specialties (1-866-ASK-ABMS or www.abms.org) and actual verification of a physician's board certification is best accomplished by contacting the individual certifying specialty board.

Practice Address

Street Address: 1439 Jesse Jewell Pkwy
Med Park 2
Gainesville GA 30501

County: Hall

Country: United States

Related Licenses

Relationship/Name	Dates	License Details
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Public Documents

No public documents to display

For additional Board information:



Georgia Composite Medical Board

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East Tower, 11th Floor
Atlanta, GA 30334

404-656-3913

medbd@dch.ga.gov