

2016 LICENSE RENEWAL INFORMATION FOR PHYSICIANS

Contact Customer Service at 410-764-4705 or 1-800-492-6836 ext. 4705

Monday through Friday from 8:00 am to 4:00 pm

License renewal will begin on July 11, 2016 for physicians with the last name beginning with the letters A - L.

In order to maintain an active license to practice medicine, physicians are required to submit a renewal application and renewal fee of **\$522.00** to the Board by September 30, 2016. The online renewal application is accessible 24 hours a day, 7 days a week on the Board's website from **July 11, 2016 through September 30, 2016.**

The online system is not available after September 30, 2016.

Failure to renew by 11:59 p.m. (EST) September 30, 2016 will result in the termination of your license to practice in Maryland. If you do not want to renew your license, no action is required from you. You do not need to notify the Board if you choose not to renew. Your license will automatically expire on September 30, 2016 if not renewed.

IMPORTANT – Please Read - Discontinuance of Late Renewal:

There is no late renewal. The on-line renewal system closes on September 30, 2016. Any physician who fails to renew by September 30, 2016 and intends to practice medicine in Maryland, must complete a reinstatement application that will include a requirement for a Criminal History Record Check (CHRC). On October 1, 2016, any applicant for licensure (initial, renewal and/or reinstatement) must complete a CHRC as a requirement for licensure.

Physicians who fail to renew by September 30, 2016, are not authorized to practice medicine. *Any person practicing medicine without a license is subject to a civil fine of not more than \$50,000 to be levied by the Board (Md. Code Ann., Health Occ. §§ 14-601, 606).*

To login and complete the renewal application, you will need:

- Your Maryland license number;
- Last 4 digits of your social security number;
- Your employer Tax ID number, *if applicable*;
- NPI number, *if applicable*;
- Worker's compensation coverage information, *if applicable*;
- To complete the New Physician Orientation (NPO) program, if this is your first renewal after initial licensure.

You cannot access the online application if:

- Your license is expired. (Proceed back to the main page, click on Download Forms to obtain a reinstatement application).
- The Board does not have your SSN in our database.
- You have an unresolved tax liability issue with the Maryland Comptroller's Office. Please contact the Maryland Comptroller's Office at 410-974-2432 or 1-888-674-0016. The Board cannot assist you with unresolved tax obligations.

You have three payment options for paying the renewal fee:

- Credit card (Visa, MasterCard or American Express only, **no** debit cards which require a PIN);
- Check (personal or business), money order; or
- Third-party payer (e.g., your employer)

➤ Paying by Credit Card:

If you elect to pay the renewal fee by credit card, your license is not renewed until after the Board processes the online application. The website will reflect your new expiration date two (2) business days after processing.

➤ **Paying by Check, Money Order or Third-Party Payer:**

If you choose to pay by check, money order or third-party payer, make your check or money order payable to the *Maryland Board of Physicians*. Your license will not be renewed until the Board receives and posts your payment. At the end of the application, you will be directed to print a receipt to mail with your payment to the Board. Please do not send payment without a receipt. *Allow up to seven (7) days for the Board to receive your payment.* Payment must be postmarked on or before September 30, 2016. *To insure timely receipt of your payment, please submit all payments by check (or money order) no later than September 15, 2016. There is no grace period after September 30, 2016. Licenses not renewed by September 30, 2016, 11:59 p.m. are no longer valid. You are not authorized to practice medicine if your license is not renewed. The Board will not accept payment in person at the Board office. Credit card payments are only accepted online.*

NEW FEATURE

License printing

The Board will not be mailing licenses to licensees. In lieu of mailing a paper license, you will be able to download and print your own renewed license.

- If paying by credit card, you will be able to immediately print your new license at the end of the application. If a printer is not available, you can return later to print the license as well as a copy of the application and receipt. This function will be available through July 1, 2018.
- If paying by check or money order, once your payment has been processed by the Board you will receive notification from the Board by email (email address provided in the application) that your license is available for printing. The email will contain a link to allow you to retrieve and print your new license. The link will remain active until July 1, 2018.

Name Change:

You cannot submit a name change in the online application. If you wish to change the name on your license, you must file a name change application *separately* and follow the instructions. Proceed back to the main page and click on Download Forms to obtain a name change application.

Continuing Medical Education (CME) and Audit:

Code of Maryland Regulations (COMAR) 10.32.01.10 requires physicians applying for license renewal to have earned a minimum of 50 Category I continuing medical education (CME) credits within the two (2) year period immediately preceding submission of the application for renewal. *This means that when you submit your application for renewal, you should have already met the CME requirement.*

The CME requirement is met if licensee is applying for their first license renewal after initial licensure or reinstatement. Licensees are not required to documentation of CME activities to the Board unless selected for audit.

Note about the audit:

You may be randomly selected for CME audit. If you receive a pop-up notice while you are renewing your license, you will be required to send your CME documentation to the Board within 15 days of the notice. Send your CME documentation to:

*Maryland Board of Physicians
Attn: CME Audit
P.O. Box 2571
Baltimore, MD 21215
or fax to 410-358-1298, Attention CME Audit*

For additional information about continuing medical education or any other information concerning physicians, proceed back to our main page, select the Physicians tab and click on Laws and Regulations or Frequently Asked Questions.