

DELEGATION AGREEMENT REMINDERS

1. **Delegation Agreement:** Complete and sign all sections of the delegation agreement (DA) and/or delegation agreement addendum (DAA) for advanced duties. DAs and DAAs may be returned to the PA for the following reasons:
 - a. Incomplete sections;
 - b. Missing signatures;
 - c. A copy of signatures instead of the original signature.
2. **Copies:** BOTH Physician Assistants and Primary Supervising Physicians should keep a copy of the delegation agreement for their records **PRIOR** to mailing. **If you request a copy of the delegation after it was mailed, it may take up to 30 days to receive the copy.**
3. **Delegation Agreement Addendum for Advanced Duties:** Supporting documentation, i.e., description of education, training and experience, certificates, procedure logs, etc., must accompany DDA. *The processing of the DDA will be delayed if the appropriate supporting documentation is not included.*
4. **Approval Letter:** The approval letter will be emailed to the supervising physician and the physician assistant. Please be sure to provide a valid email address.
5. **Prescriptive Authority:** If the primary supervising physician delegates the prescribing of **controlled dangerous substances** to a physician assistant. The physician assistant must:
 - a. Obtain a Maryland Controlled Dangerous Substance (MCDS) license from the Maryland Division of Drug Control; and
 - b. After obtaining an MCDS license, register with the Drug Enforcement Administration (DEA).
6. **Reporting Changes in Employment Status:** Hospitals, related institutions, alternative health care systems, or employers are required to report to the Board any termination of employment of the physician assistant for any reason, including quality of care issues within 5 days of the termination.

Hospitals, related institutions, alternative health care systems, or employers are also required to report to the Board within 5 days any limitation, reductions or other changes of employment of the change of employment that might be grounds for disciplinary actions under Health Occupations Article, §15-314.