PLEASE read this entire document and all associated attachments thoroughly before beginning.

It is time to begin the Utah medical licensure application process. It takes approximately 6-8 months to complete all 9 applications for full Utah medical licensure. Do not wait until the last minute; otherwise you risk the responsibility for the licensing fees (~$1000). The majority of the applications are completed by the GME Office on your behalf.

REIMBURSEMENT: If you are joining an accredited program, submit the FCVS and DOPL receipts to Breanna.Stoll@hsc.utah.edu for reimbursement, which will occur approximately 4-6 weeks after you begin the program.

Do not schedule moonlighting activities that require full licensure until you receive confirmation from the GME Office. There is no option to expedite any part of the application process.

APPLICATION DETAILS:

1. **FCVS Application** *(House Officer completes preferably by Feb. 1 no later than Apr 1):*
   - FCVS ONLINE Application
     a. Complete the online FCVS application and pay fees (the actual screens may look different)
   - FCVS Documents to Submit directly to FCVS:
     a. EVERYONE:
        1. Affidavit and Release— This requires a Notary Public
        2. Certification of Identification— This requires a Notary Public
        3. Certified birth certificate or unexpired passport (the notary must physically see and make a copy of the original)
        4. Copy of medical school diploma with an English translation if not in English (you may translate it word for word, including titles of the signatories, on a Word document and sign it)
        5. Authorization for Release of Documents (submit printed/signed version to FCVS, even if you uploaded this document to the FCVS site: many medical schools will not accept the electronic signature)
     b. International Medical Graduates (IMGs) only:
        1. Form of Authorization
        2. Form of Medical School Release
        3. Copy of ECFMG certificate

2. **DOPL Utah Application(s)** *(House officer completes ASAP AFTER FCVS confirms profile sent to DOPL):*
   - Complete online application(s) for:
     a. Utah medical license
     b. Utah controlled substance license (does not apply to Pathology or Pediatric Critical Care – unless you will moonlight)
   - Upload DOPL_Release to online application

3. **Update NPI Registry** *(House officer completes AFTER license(s) issued):*
   - Update your specialty, licensure, address info at: https://nppes.cms.hhs.gov/NPPES/Welcome.do
     a. Log into the teal/greenish/blue section on left side of screen “Manage or Apply for your Personal NPI record”

4. **Federal DEA** *(House officer completes AFTER licensed):* (does not apply to Pathology or Pediatric Critical Care – unless you moonlight and/or if you plan to transfer your current DEA from another state to the state of Utah)
   - Follow attachment “DEA Instructions” to complete the online application AFTER you receive the Utah medical license and Utah controlled substance license (both will appear on the same document)
   - There is a free “Fee Exempt” option if you will not external moonlight. If you choose to moonlight, you must have a “Fee Paid” DEA license, which costs $751 and is not reimbursable.
If you hold a Federal DEA in another state and wish you transfer it to the state of Utah, complete the transfer request at the following site:
https://apps.deadiversion.usdoj.gov/webforms/jsp/regapps/common/updateLogin.jsp

a. It takes 4-6 weeks for the transfer to go through. Make sure you will be finished using the DEA in your current state before the transfer is complete. It may only be used in the state where it is assigned.

If you want to maintain your Federal DEA in the current state, then simply apply for a new Federal DEA that will be assigned in the state of Utah by following the attached instructions.

5. CONTROLLED SUBSTANCE DATABASE REGISTRATION (House officer completes AFTER licensed):
Once you receive your Utah medical license, Utah Controlled Substance, and Federal DEA, it is state law to register your DEA and to complete an online tutorial/exam with the Controlled Substance Database Office.

- Complete the Controlled Substance Tutorial & Exam by going to the following website:
  https://secure.commerce.utah.gov/csd/index.html
- Register your DEA with the Controlled Substance Database office at https://csd.utah.gov

  a. If you receive an error message stating the registry is unable to find your DEA, call the CSD office at 801-530-6220 and ask them to manually register your Fee-Exempt DEA license.

6. Medicaid Application (GME completes after DEA issued): (does not apply to Pathology residents)

7. Medicare/PECOS Application (GME completes after DEA issued): (does not apply to Pathology residents)

8. Co-Signature Removal & E-prescribing (GME completes after licensed): (does not apply to Pathology residents)
You will be notified when the GME Office confirms you are fully licensed (Utah medical license, Utah controlled substance license, Federal DEA, registered with the Controlled Substance Databank, Medicare/PECOS enrolled, Medicaid enrolled), and has submitted the request to EPIC IT to remove the attending co-signature requirement and to grant to e-prescribe controlled substances access.

9. E-Prescribe Controlled Substances Phone App or FOB device (IT grants access AFTER GME confirms fully licensed): (does not apply to Pathology residents)

   Electronically prescribing controlled substances:
Prescribing clinicians at the University of Utah may send patient controlled substances prescriptions electronically to participating pharmacies by ordering those prescriptions in Epic. This feature applies to ambulatory clinic visits, prescription refills, and discharge medications. Controlled substances cannot be e-prescribed using Haiku or Canto, Epic’s applications for mobile devices. In order to e-prescribe controlled substances, the DEA requires that providers complete an identity proofing process (with a government issued photo ID) and obtain a security token. You complete this step at the GME orientation.

   RSA Secure is the 2-factor authentication software used by the University of Utah for clinicians. You will sign up for an RSA Secure soft token (app for your phone/computer) to be able to remotely access any University of Utah programs (Campus Information System to view your paychecks, EPIC for patient charting, etc.). Once the GME Office confirms with IT that you are fully licensed, access to e-prescribe controlled substances using this same RSA token will be granted. An email notification will come from a member of the GME staff when this access has been granted.

   Please direct any questions about the software or the device to the IT Helpdesk at 801-587-6000.

As always, feel free to contact the GME Office if you have questions or are unsure about a step in the application process.

Thank you and congratulations on your upcoming position at the University of Utah!