



MEMORANDUM

DATE	May 11, 2023
TO	Board Members
FROM	Machiko Chong Licensing Program Manager
SUBJECT	Agenda Item #10 – Licensing Program Summary

Licensing Statistics

The Board currently has 13,858 licensed osteopathic physicians and surgeons; 1,193 postgraduate training licensees; and 1,214 fictitious name permits. Although the Q1-Q3 stats (*reference Attachments 10a & 10b*) reflect a 31% increase overall YTD, in applications received by the Board compared to the FY 2021/22 stats. The report reflects that there has been a slight decrease in the amount of approved applications YTD equating to 1%.

Licensing staff have been working diligently to decrease the remaining backlog incurred as a result of the prior vacancy within the unit. However, we are hoping that the following changes will assist in all processing efforts.

Online Applications -and- Secured Document Repository (Portal)

In the recent months I've been working closely with BreEZe Information Services, Portfolio Management, and the Organizational Improvement Office (OIO) teams; to advance the Board's web applications presence for those physicians looking to obtain licensure in the state. In preparing for this transition, we began by converting the full unrestricted osteopathic physician and surgeon's application from a 2-step system to a 1-step review & approval process, which went into effect March 16, 2023.

Previously, applicants were required to submit their hard copy application packet to the Board remitting payment of \$200 to begin the review process, additionally applicants were tasked with ensuring that all supporting primary source

documentation had been submitted to Board before their applications could move into the next phase. Once documentation was reviewed and approved by staff, applicants were then notified that they would need to remit payment of \$425 to obtain a license number. With the new combined process applicants are now required to remit the \$625 fees upfront (*application processing fee & initial biennial licensing fee*) to initiate the licensure process. Applications received prior to March 15th cutoff date remain valid, however, applicants will be required to submit the secondary payment of \$425 (2-year, biennial license fee) once they are notified that all required documentation has been received by the Board. With this change the Board is hoping to see an immediate 2-4 week decrease in application processing times.

The projected Go-Live for the online application is set for early July 2023, pending end user transaction testing and Board approval. In addition to converting licensure applications from hard copy to electronic submittal, we are also working to create a secured online repository (portal) for submission of primary source documents needed to process applications for licensure. This portal would require educational institutions (*osteopathic colleges, postgraduate training programs, etc.*) to register prior to their being able to upload documents, and creation of this secured database will help to:

- Streamline the application process by decreasing the wait time for those documents needed to successfully process applications,
- Safeguard applicant information in the event of a security breach,
- Ensure that all required documents are coming directly from the source and not the applicant *and/or* 3rd party.

We are hoping to also have this secured database up and running in concurrence to the implementation of the Boards online application.