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|  <p>All HFHS Includes: Allegiance Health Behavioral Health Services Community Care Services Corporate Services Henry Ford Hospital Henry Ford Medical Group Kingswood Hospital Macomb Hospitals West Bloomfield Hospital Wyandotte Hospital</p> | Policy Name/Subject: Medical Licenses (MEP 211) | |
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| | Related Policy/Procedure: <i>Include title and number</i> | |
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| | Key Words: Educational Limited Medical License; Full Medical License; controlled substance; DEA | |

Background

Henry Ford Health System (HFHS) House Officers must be licensed to practice medicine by the State of Michigan throughout their training. Failure to maintain a current medical license will result in the inability of a House Officer to practice medicine in any setting and may result in dismissal from the program.

Policy

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House Officers holding a Visa must ensure that licensure application and renewal is done at the earliest possible time to ensure that Visa renewal can occur in a timely fashion.

Definitions

Michigan Educational Limited Medical License: This is a license to practice medicine as a trainee assigned to a specific institution. With this license, physicians may only provide clinical services within the parameters of their training program. The license must be renewed annually and can be issued six times; the original issue and five renewals.

Once a House Officer has used the original and five renewals, he/she must apply for a Full Medical License.

Michigan Full Medical License: This is a license to practice medicine independently.

- Allopathic House Officers may apply for a Full Medical License after completing two years of postgraduate training along with completion of Steps I-III of the United States Medical Licensing Examination (USMLE).
- Osteopathic House Officers may apply for a Full Medical License after completing one year of postgraduate training along with completion of all parts of the Comprehensive Osteopathic Medical License Exam (COMLEX).

- Podiatric House Officers may apply for full licensure in Podiatry after completing one year of postgraduate residency along with passing parts 1 and 2 of the National Board of Podiatric Medical Examiners (NBPME) in addition to a Podiatric examination administered by the Michigan Department of Licensing and Regulation.

House Officers must independently apply for their Full Medical License through the State of Michigan via the internet by accessing the State of Michigan website at www.michigan.gov/lara

Once accessing this site:

Click on Professional Licensing

Click on Health Licensing (Apply & Renew)

Click on the appropriate Link (Medicine, Osteopathic Medicine & Surgery or, Podiatric) to apply for a license.

Michigan Controlled Substance License: A Controlled Substance – Level 1 license will be issued to the House Officer at the time of application for an Educational Limited Medical License. House Officers who hold a Full Medical License must apply separately for a Michigan Controlled Substance – Level 3 License.

Federal Drug Enforcement Administration (DEA) Number: A Federal DEA number will be assigned to House Officers holding an Educational Limited Medical License by the hospital in which the physician is training. House Officers who have applied for a Full Medical License must also apply independently for a DEA number, if they intend to moonlight outside their training program. A Federal DEA number can be applied for on line at <http://www.dea.gov/>.

Click on Diversion Control & Prescription Drugs at <http://www.deadiversion.usdoj.gov/>

Click on DEA Forms & Applications

Click on Apply Online for New Registration Applications

Procedure

A. New Application for a Michigan Educational Limited Medical License

1. The Residency Program will notify the Medical Education Office of all new House Officers who will enter training. The notification will take place through the submission of an Appointment Notification Form along with the prospective House Officer's Curriculum Vita, application, copy of medical school diploma and Educational Commission for Foreign Medical Graduates (ECFMG) certificate, if required.
2. The Medical Education Office will send the prospective House Officer a packet of new hire information and an application for an Educational Limited Medical License and Controlled Substance License.
3. The prospective House Officer shall complete the application and return it to the Medical Education Office along with the required supporting documentation, in accordance with instructions provided.
4. The Medical Education Office will evaluate each application for completeness, add the required Certification of Appointment to a Michigan Training Hospital form to the application and mail the application to the State of Michigan for processing.
5. The Medical Education Office will check both State of Michigan websites: <https://www.lara.michigan.gov/hlal/> to monitor application status and <https://w2.lara.state.mi.us/VAL/License/Search> for approvals
6. The Medical Education Office will send periodic communications via email to Residency Programs with status updates regarding the licensure of prospective House Officers.

7. Once approved, the State of Michigan will mail the licenses to the Medical Education Office at the hospital.
8. The Medical Education Office will make copies of each license, the Educational Limited Medical License and the Michigan Controlled Substance License. One copy will be forwarded to the Residency Program; copies will be uploaded to the House Officer's electronic profile. The original licenses will be maintained in the House Officer's file in the Medical Education Office.
9. The Medical Education Office will assign a DEA number to a House Officer once the Educational Limited Medical License is approved. The Residency Program will receive the DEA number designations from the Medical Education Office.
10. The Medical Education Office will submit the necessary documentation for House Officers to be reimbursed for the cost of the new Educational Limited Medical License application.

B. Renewal of Educational Limited Medical License

1. Educational Limited Medical Licenses expire on June 30 of each year.
2. The Medical Education Office automatically renews the Education Limited License each year for up to five years, unless notified of the intention to apply for a Full Medical License by January 1.
3. Actions specified in A: 5-8.

C. Full Medical License Application and Renewal

Upon receipt of the final Educational Limited Medical License, the Medical Education Office will inform the House Officer that he/she must apply for a Full Medical License at the next renewal date.

2. The House Officer must also apply for a Michigan Controlled Substance Level -3 License.
3. **House Officers must notify the Medical Education Office by January 1 of any given year if they plan to apply for a Full Medical License, in lieu of renewing the Educational Limited Medical License.** This notification will ensure that the Medical Education Office does not submit and pay for renewal of a Limited Educational License.
4. Upon receipt of the Full Medical License and Controlled Substance License via the mail, a House Officer must provide a copy of the licenses to the Medical Education Office and the Program Coordinator to be included in their file. The Medical Education Office will reimburse the House Officer an amount equal to the fee to renew an Educational Limited Medical License, if a copy of the license is provided to the Medical Education Office by the established deadline
5. The House Officer may continue to use the hospital's DEA number throughout training. However, if the House Officer intends to moonlight, they must apply for their own independent DEA number. This application may not be made until the Full Medical License is received. There is no reimbursement for the cost of the independent DEA number.
6. The House Officer holds the responsibility for ensuring that the Full Medical License, Controlled Limited License and independent DEA number are renewed at the appropriate time as these notifications are not sent to the Medical Education Office.