Bureau of Professional and Occupational Affairs

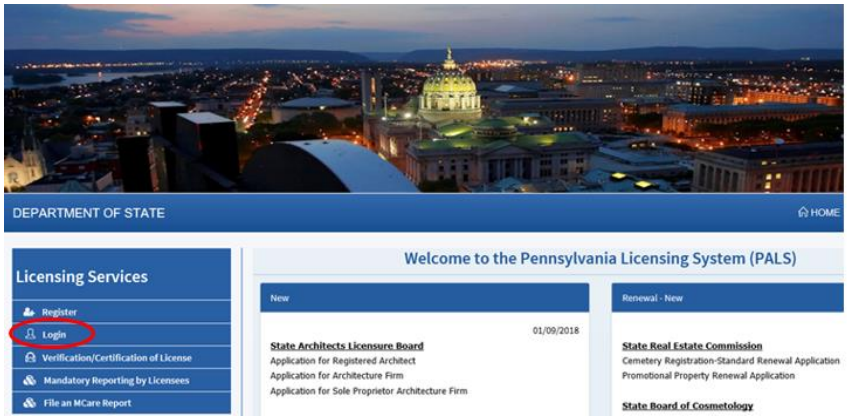
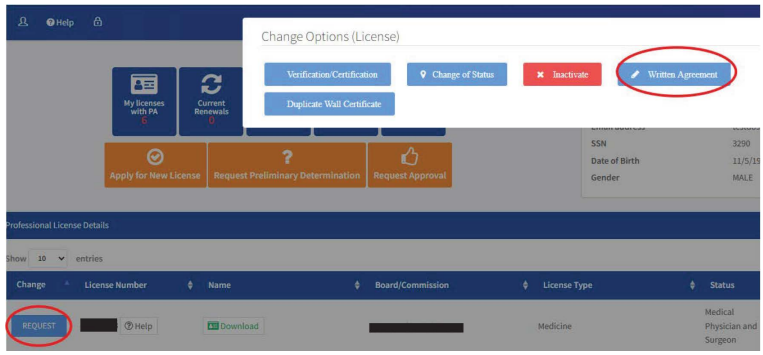
State Boards of Medicine and Osteopathic Medicine

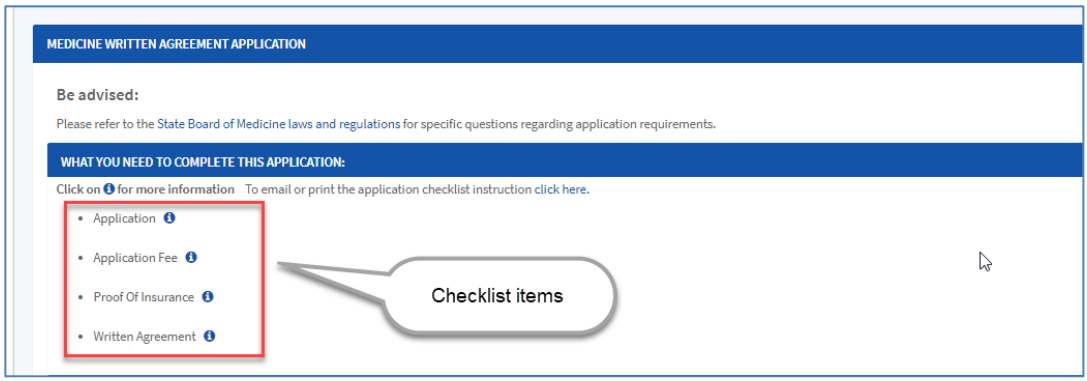
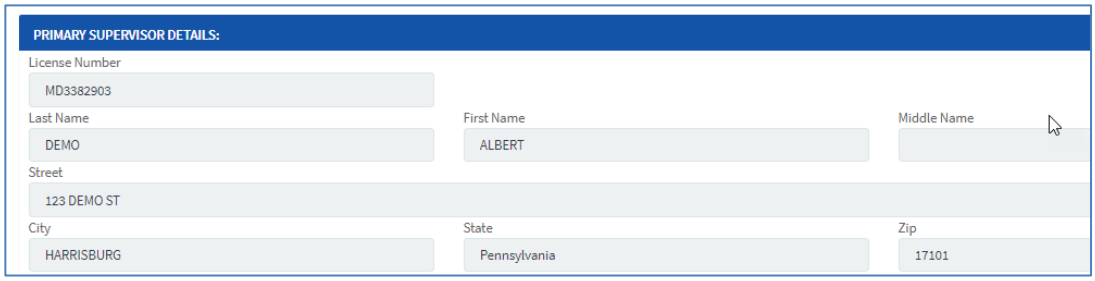
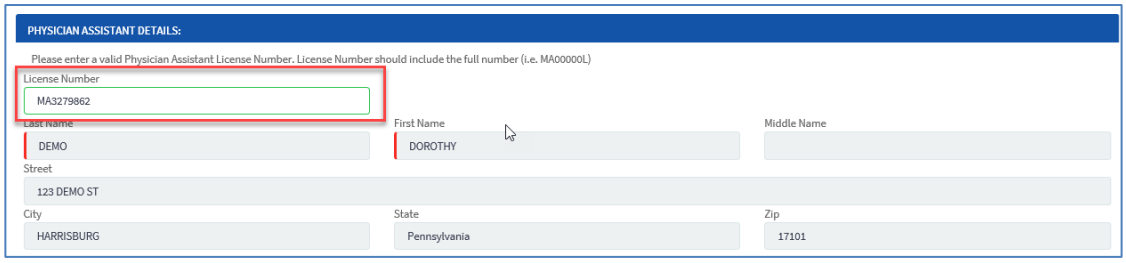
Job Aid for Written Agreement Initiated By Physician and Surgeon

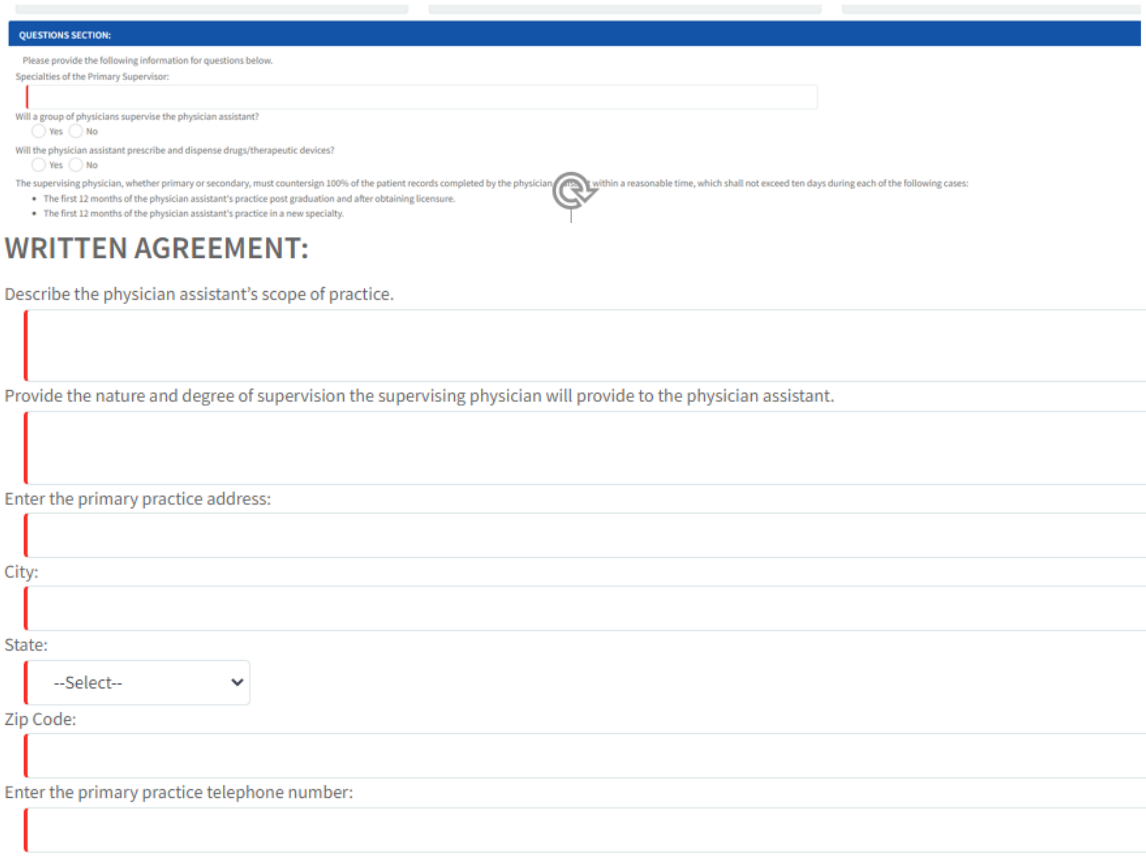
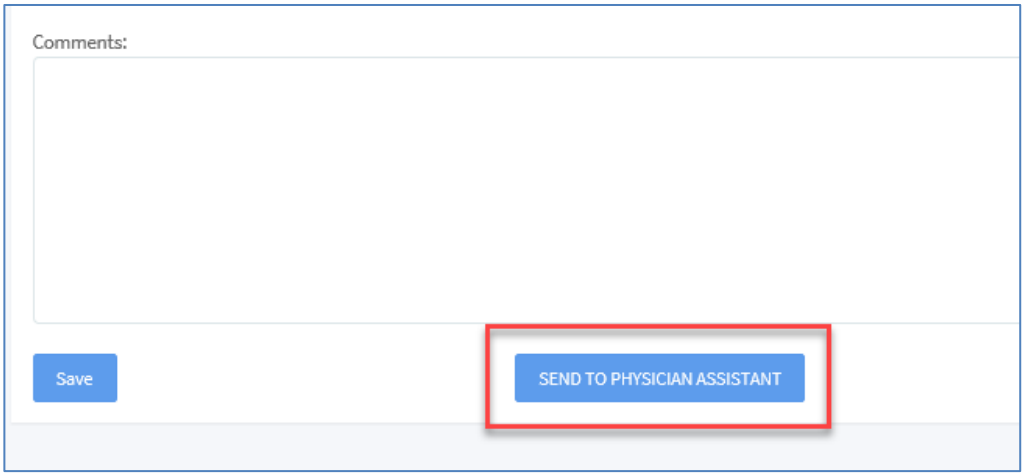
Version 2.0
10-2025

Written Agreement Initiated by Physician and Surgeon

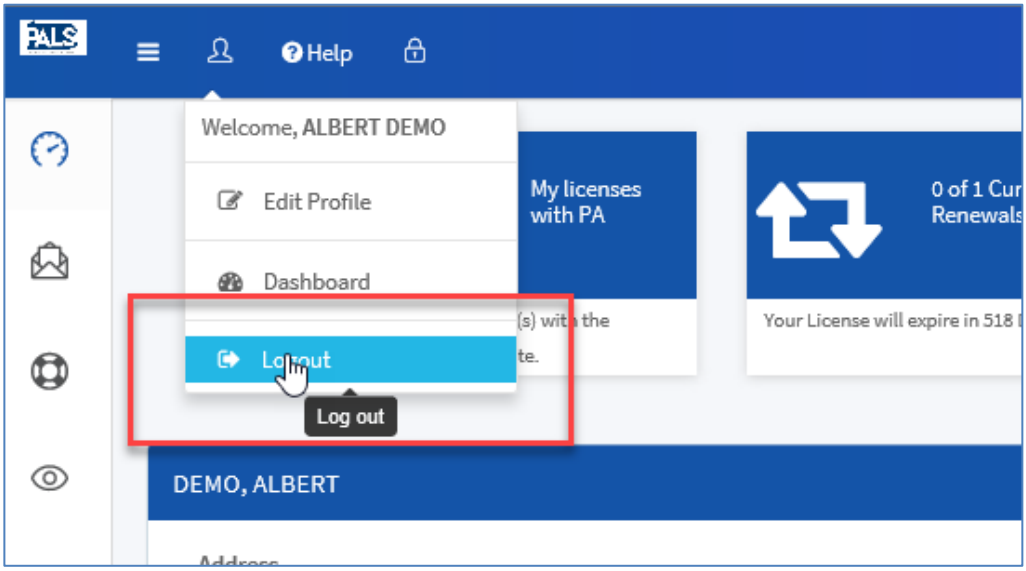
These steps can be followed for Written Agreement applications initiated by Physician and Surgeons

Step No	Action
1.	Go to https://www.pals.pa.gov Select **Login** 
2.	The Supervising Physician will need to Log into PALS by entering their User ID and Password and clicking LOGIN. a. The **Dashboard** screen will be displayed. b. In the **Professional license detials** section, click the request button. c. In the change options box, click written agreement 

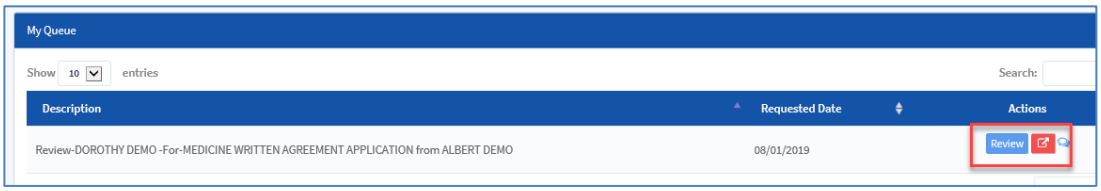
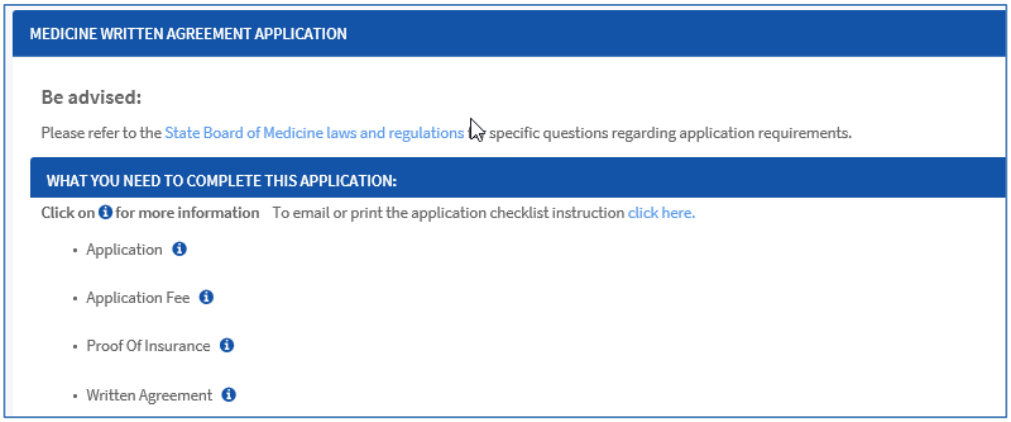
3.	The **WRITTEN AGREEMENT APPLICATION** page is displayed with the checklist items and Primary Supervisor Details. Click on the "Information Icon" to review the requirements for each of these checklist items.  
4.	Enter the Physician Assistant License number. **Note: This license number must be under the same Board as the supervising physician.** Press the **[Tab]** key on the keyboard. System will display the Physician Assistant details: 

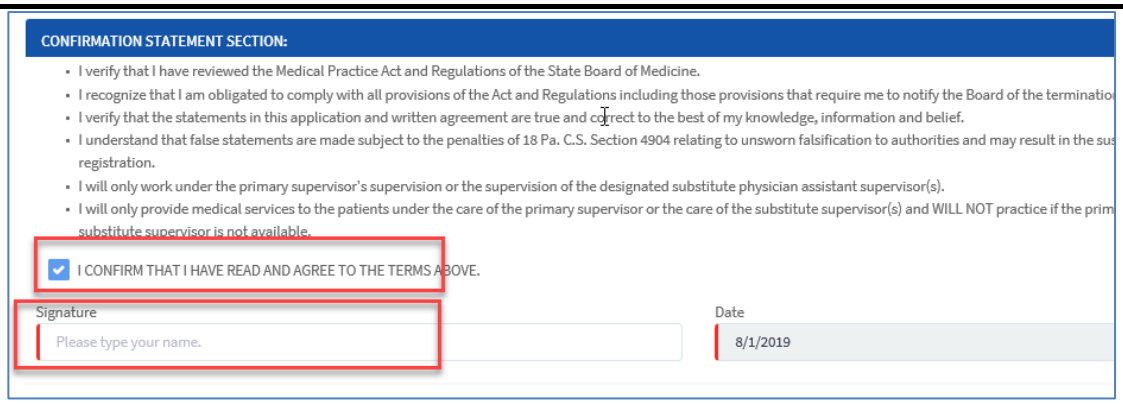
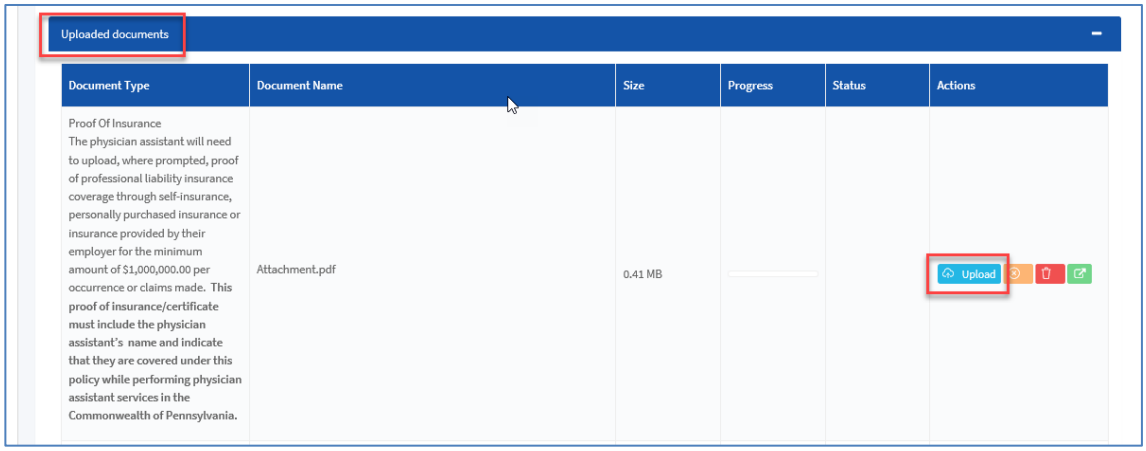
5.	In the **QUESTIONS SECTION** complete all the questions 
6.	Click on the **[SEND TO PHYSICIAN ASSISTANT]** button 
7.	User will be redirected to the **Dashboard** page. The application will be displayed under the **Activities** section:

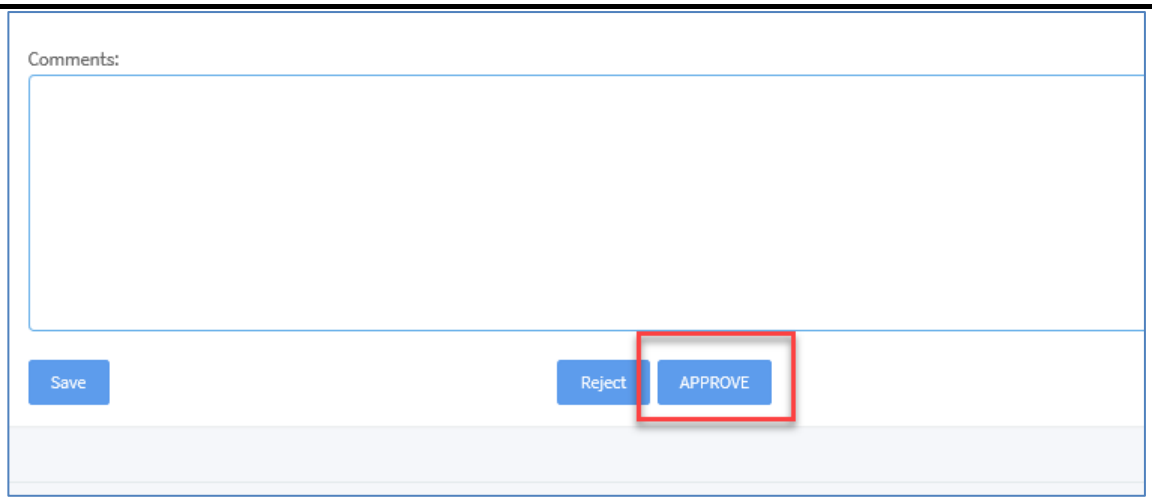
8. In the **Dashboard** page, at the top left corner, click on the **Person** icon and then click on the **Logout** option:



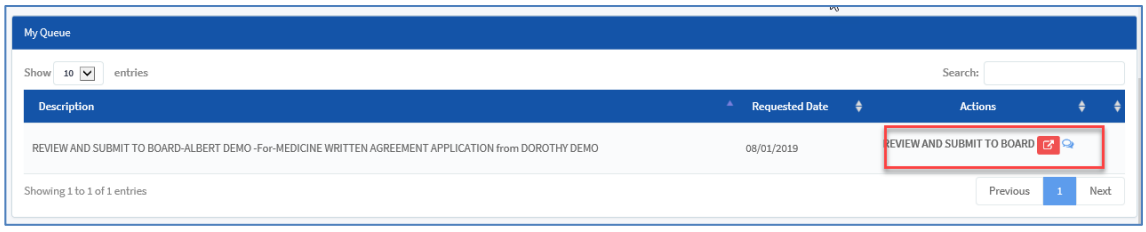
The PALS website home page will be displayed. An email will be sent to the physician assistant advising them that you have initiated the application process.

9.	The Physician Assistant will need to Log into PALS by entering their User ID and Password and clicking LOGIN. a. The **Dashboard** screen will be displayed. b. Scroll to the **My Queue** section, click on the **[Review]** button. The application will also show in the **Activities** Section. However, you must use the **My Queue** section. 
10.	The **WRITTEN AGREEMENT APPLICATION** is displayed. Click on the "Information Icon" to review the requirements for each of the checklist items. Review the information in the application that has been completed by the supervising physician and surgeon. You cannot make edits to the information that the supervising physician has completed. If there are any errors, please contact the supervising physician. The supervising physician will need to make the corrections in the application and resend to you. 
11.	In the **CONFIRMATION STATEMENT SECTION** mark the 'I CONFIRM' check box and type your name in the **Signature** box

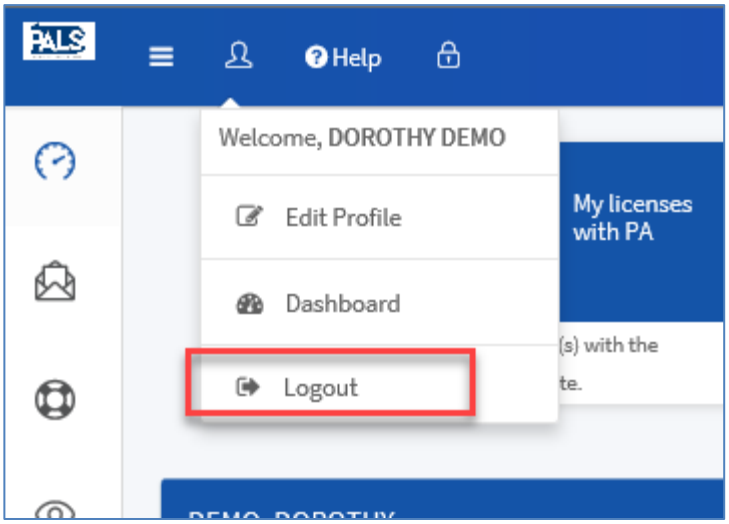
	
12.	In the **Check List Documents** section, you will be required to upload current proof of malpractice insurance. Click on **[Browse]** The **Choose File To Upload** message is displayed. Select the file and click on the **[Open]** button
13.	In the **Upload documents** section, click on the **[Upload]** button 
14.	After uploading the required documents, click on the **[Approve]** button



15. User will be redirected to the **Dashboard** page. The application will be displayed in the **My Queue** section as **REVIEW AND SUBMIT TO BOARD**



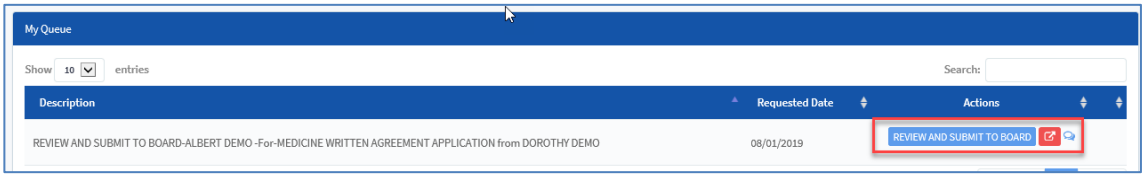
16. In the **Dashboard** page, at the top left corner, click on the **Person** icon and then click on the **Logout** option:



The PALS website home page will be displayed. The supervising physician will receive an email advising them that you have completed your portion of the application.

17. The Supervising Physician will need to Log into PALS by entering their User ID and Password and clicking LOGIN.

a. The **Dashboard** screen will be displayed.
b. Scroll to the **My Queue** section, click on the **[REVIEW AND SUBMIT TO BOARD]** button. The application will also show in the **Activities** Section. However, you must use the **My Queue** section.



The **WRITTEN AGREEMENT APPLICATION** is displayed

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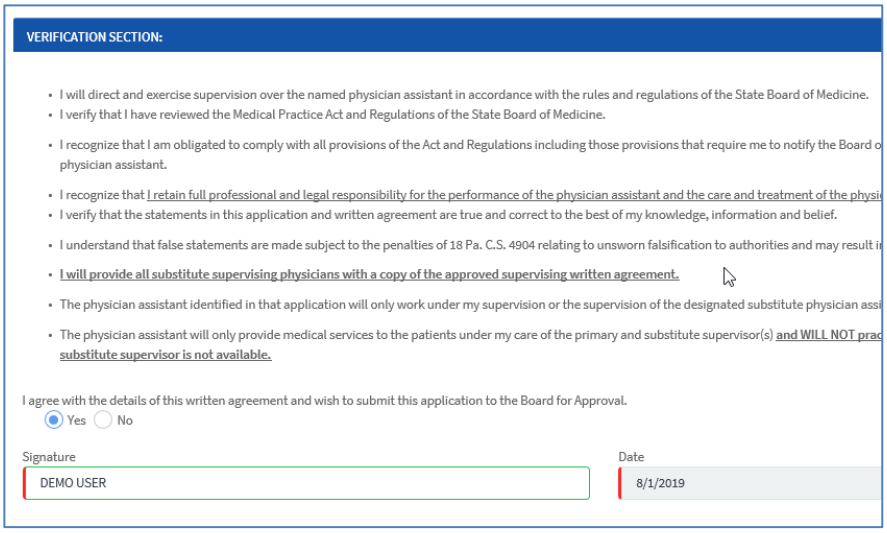
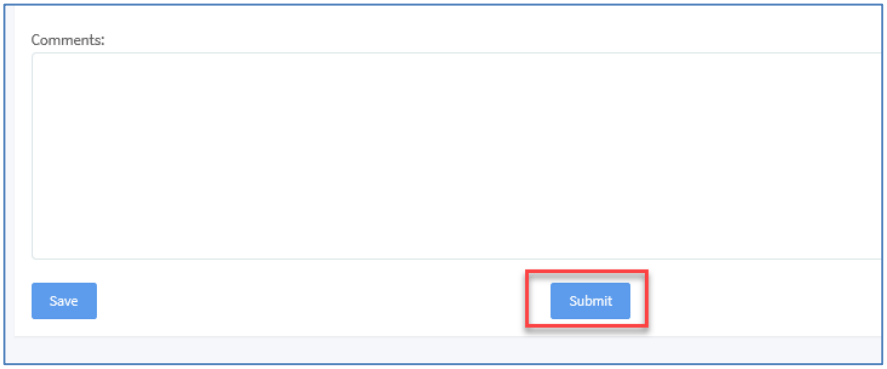
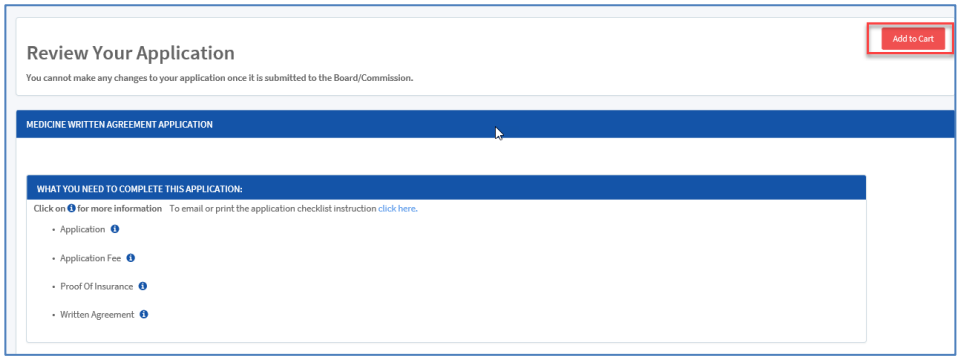
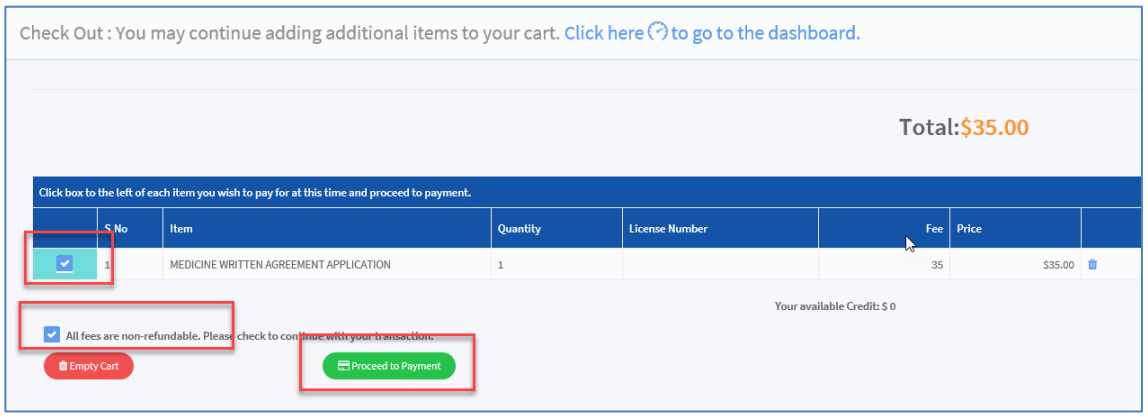
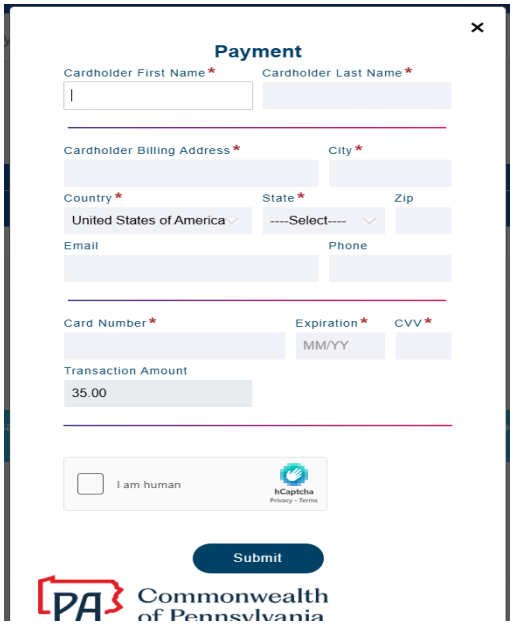
18.	Scroll down to the **VERIFICATION SECTION:** a. Select the **[Yes]** radio button b. In the **Signature** box, type your name 
19.	Click on the **[Submit]** button 

20.	The **Review Your Application** page is displayed. Review the application and click on the **[Add to Cart]** button 
21.	In the **Check Out** page: a. Select the check box for the application b. Select the **All fees are non-refundable** checkbox c. Click on the **[Proceed to Payment]** button 
22.	In the **Payment** page, enter the payment details as prompted. 

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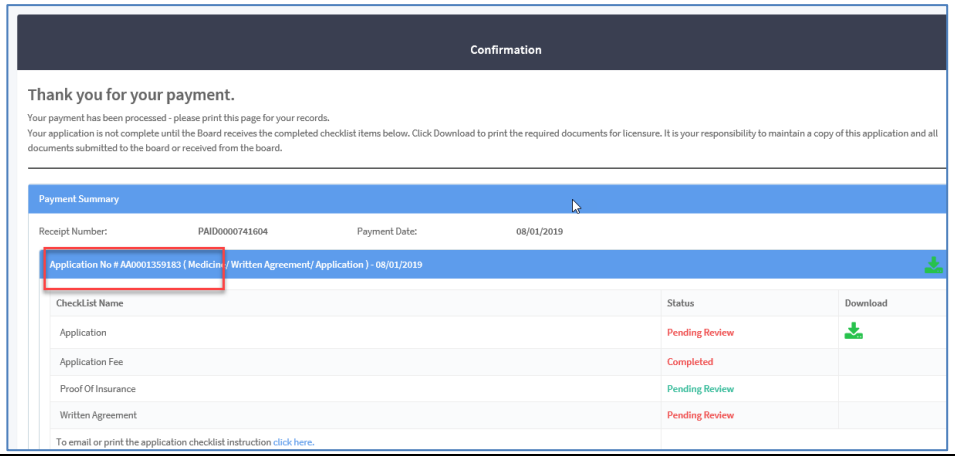
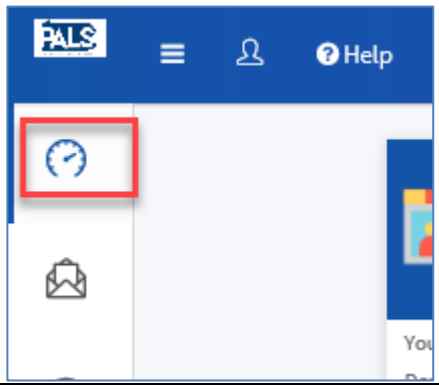


25. Click on the **Dashboard** icon on the top left side



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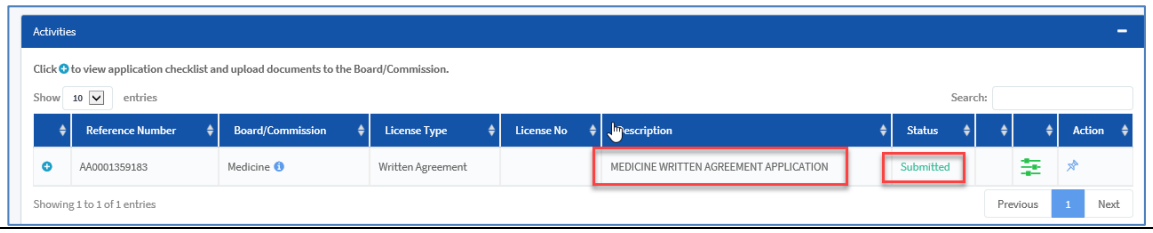
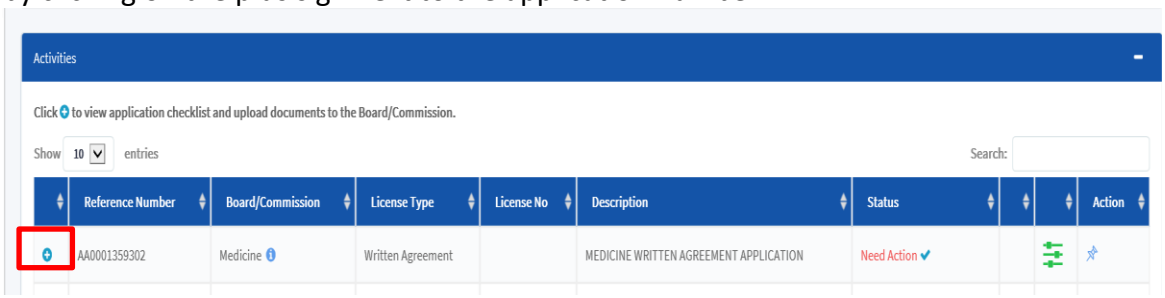
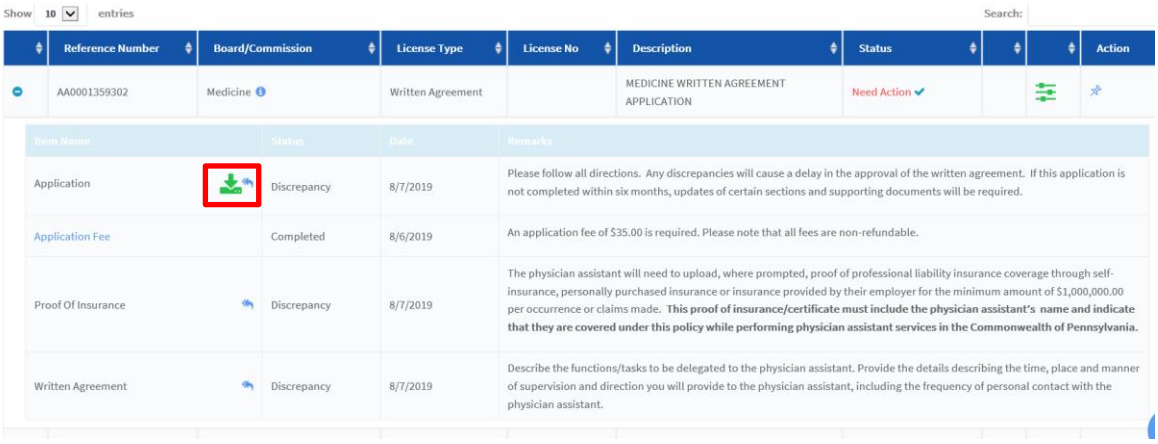
26.	User will be redirected to the **Dashboard** page. The application will be displayed in the **Activities** section in the **Submitted** Status. The application will stay in the **Submitted** Status until it is evaluated by Board Staff. 
27.	You will need to print a copy of the application that was submitted. Expand the checklist by clicking on the plus sign next to the application number. 
28.	Click on the download button next to the Application Checklist Item. 

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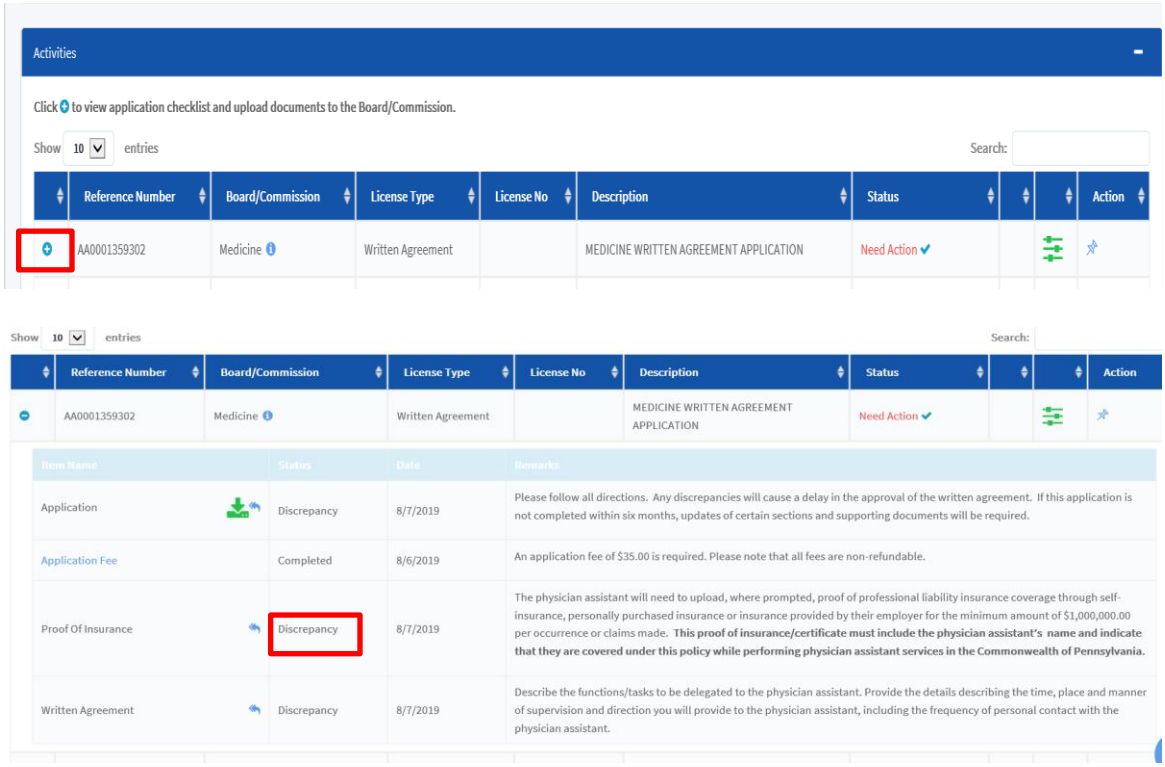
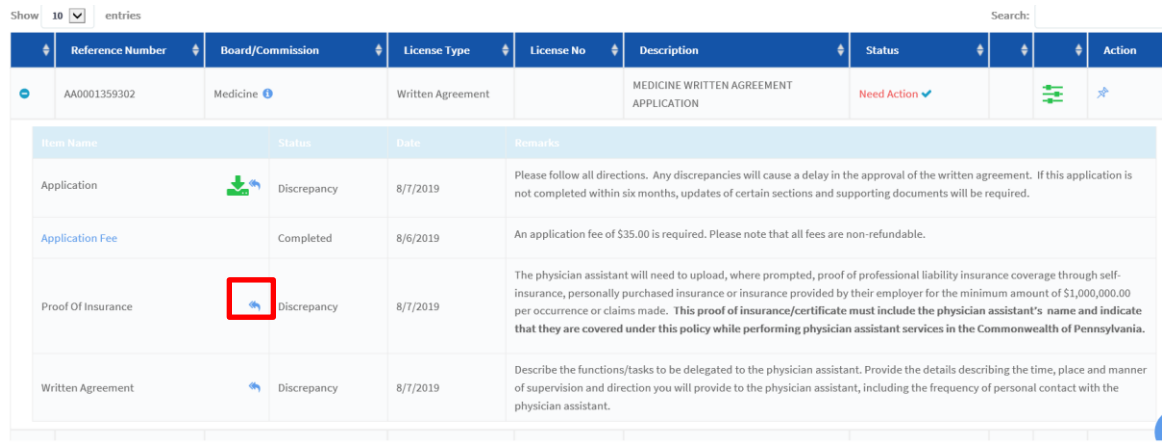
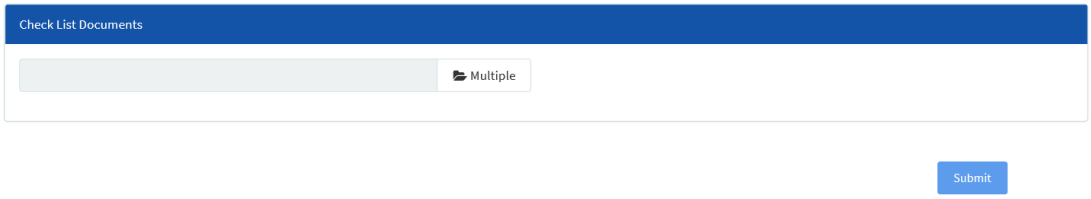
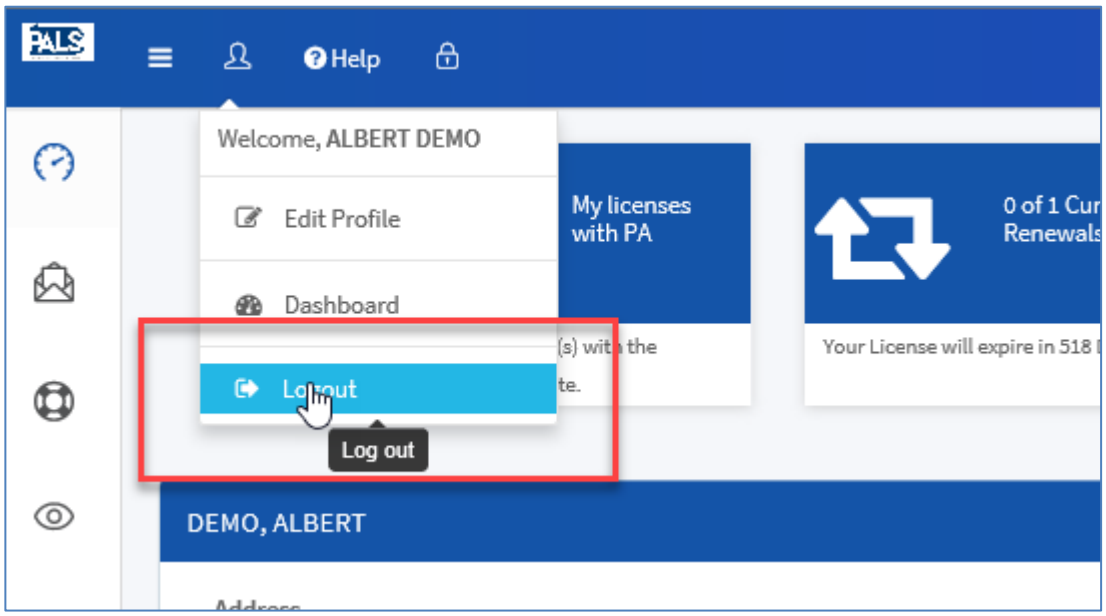
29.	You can follow the status of the application by logging into your dashboard and going to the Activities Section. If the application status indicates **Pending Review,** the application is pending review by Board Staff. If the status changes to **Need Action,** expand the checklist by clicking on the plus sign next to the application number. The items will be noted which indicate a discrepancy. 
30.	Click on the Arrow to view the specific discrepancy. 

31.	You will need to respond to the discrepancy by uploading supporting documents to answer the discrepancy. 
32.	In the Dashboard page, at the top left corner, click on the **Person** icon and then click on the **Logout** option:  The PALS website home page will be displayed.