



Pennsylvania  
Department of State

Written Agreement Termination Initiated by  
Physician  
Assistant

**Bureau of Professional and Occupational Affairs**

**State Boards of Medicine and Osteopathic  
Medicine**

**Job Aid for Written Agreement Termination  
Initiated By Physician Assistant**

Version 1.1 07-2024

These steps can be followed for Written Agreement Terminations initiated by Physician Assistants

Step No	Action
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# Written Agreement Termination Initiated by Physician Assistant

1. Go to <https://www.pals.pa.gov>

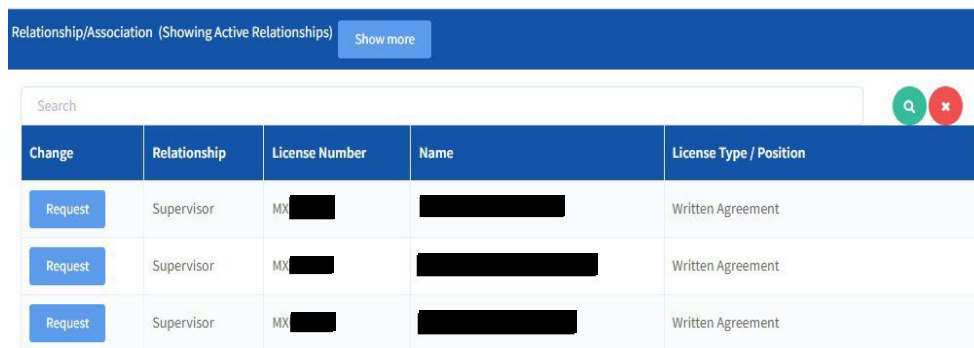
Select **Login**



## Written Agreement Termination Initiated by Physician Assistant

2. 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. In the **Relationship/Association** section, locate the desired "**Written Agreement**" number you wish to terminate.
- c. Click on the **[Request]** button.



Relationship/Association (Showing Active Relationships) [Show more](#)

Search Q X

Change	Relationship	License Number	Name	License Type / Position
<a href="#">Request</a>	Supervisor	MX [REDACTED]	[REDACTED]	Written Agreement
<a href="#">Request</a>	Supervisor	MX [REDACTED]	[REDACTED]	Written Agreement
<a href="#">Request</a>	Supervisor	MX [REDACTED]	[REDACTED]	Written Agreement

- d. On the Change Options (Relation) pop-up, select Termination of Written Agreement.

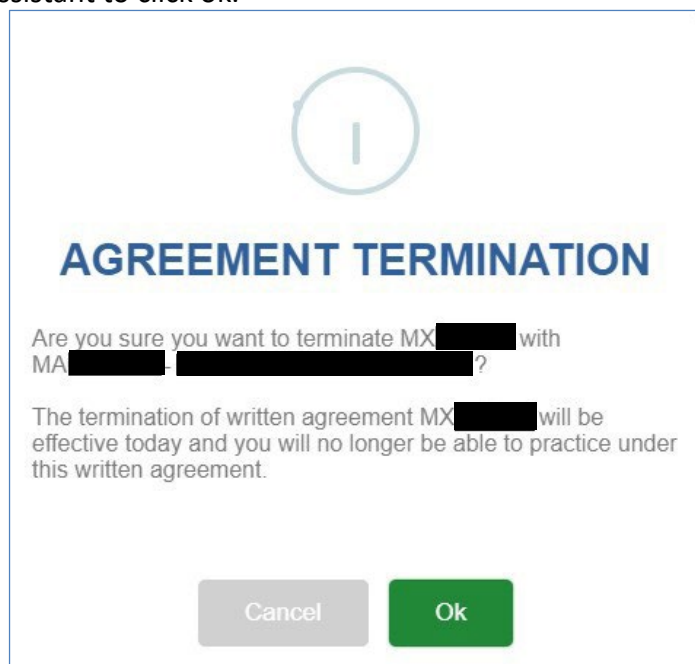


Change Options (Relation)

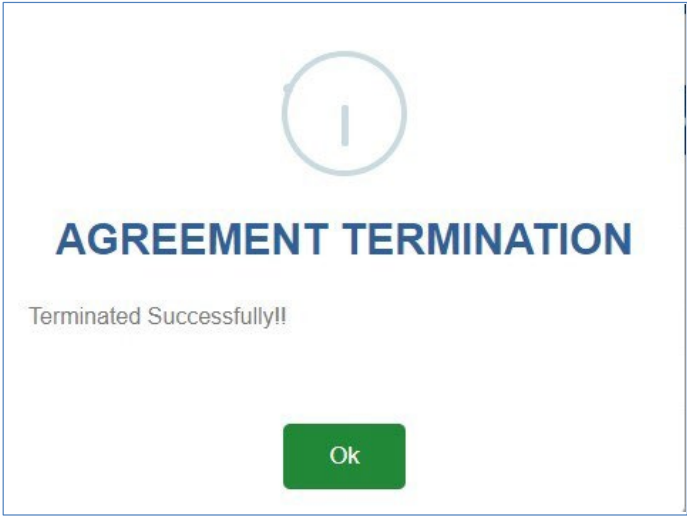
[Change of Written Agreement](#) [Termination of Written Agreement](#)

## Written Agreement Termination Initiated by Physician Assistant

3. The Written Agreement termination confirmation will be populated, prompting the Physician Assistant to click ok.



## Written Agreement Termination Initiated by Physician Assistant

4.	<p>After clicking on "Ok", the Physician Assistant will be prompted with the successful termination of the agreement.</p>  <p>The screenshot shows a white dialog box with a light blue border. At the top center is a circular icon containing a vertical bar. Below the icon, the text "AGREEMENT TERMINATION" is displayed in bold blue capital letters. Underneath that, the text "Terminated Successfully!!" is shown in a smaller, grey font. At the bottom center of the dialog box is a green rectangular button with the text "Ok" in white.</p>
5.	<p>An email will then be sent, confirming the relationship has been terminated to both the supervising physician and physician assistant.</p>