# User Guide for Certified Registered Nurse Practitioner (CRNP) Prescriptive Authority Collaborative Agreement Application

This guide provides step-by-step instructions for **Certified Registered Nurse Practitioners (CRNPs)** on how to submit a **Prescriptive Authority Collaborative Agreement** via the existing licensure application portal.

This process is required for CRNPs seeking prescriptive authority in collaboration with a licensed physician, in accordance with Pennsylvania Board of Nursing regulations.

### **Accessing the Portal**

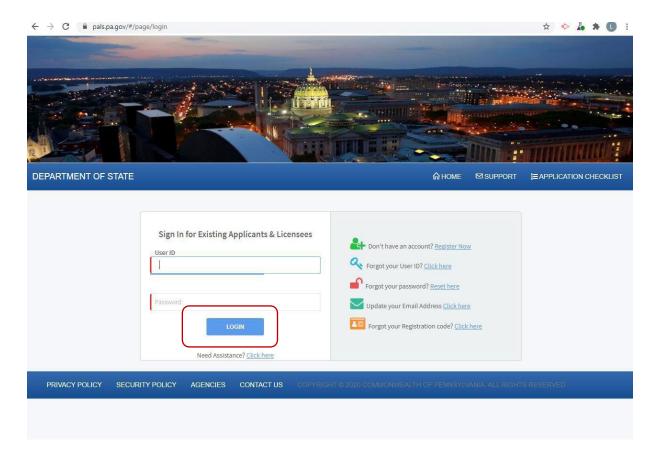
1. Go to the official licensure application portal:

**\*\*** www.pals.pa.gov

2. Click "Login to your account" on the left-hand side of the screen ☆ ❖ Љ 🛊 🕕 DEPARTMENT OF STATE COVID-19 Regulatory suspensions, updates, and guidance for professionals Participate in the 2020 U.S. Census to shape your future in PA. Welcome to the Pennsylvania Licensing System (PALS) YOUR ACCOUNT PALS can help you apply for, renew, and check your professional license. Register for a new account How do I get started? Login to your account A good starting point is to use our <u>application checklist</u> to see all of the requirements and needed documents to apply for your license. Application Checklist If this is your first time using PALS, <u>create an account</u> or if you are a returning user, <u>log in to your account</u>. Once you are logged in, your dashboard will provide you with clear next steps. YOUR LICENSES License Renewals Verification/Certification of License Renewal applications are typically opened 30-60 days prior to expiration dates. Please make sure you allow enough time for processing. Mandatory Reporting by Licensees Click below to see the different licenses. File an MCare Report ▶ State Board of Barber Examiners State Board of Chiropractic **VERIFY A LICENSE** 

### 3. Enter your existing credentials:

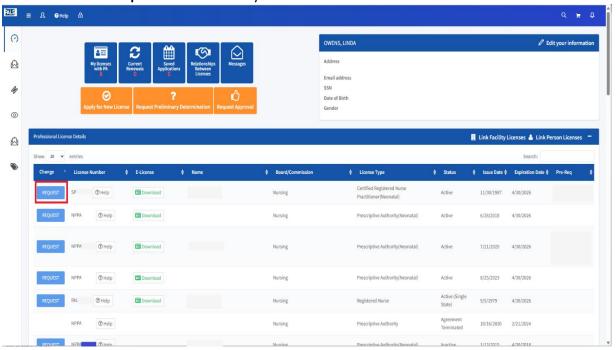
- Username
- o Password
- 4. Click "LOGIN".



if you have forgotten your password, use the "Forgot Password" link to reset it.

# **Navigating to the Prescriptive Authority Application**

- 1. After logging in, your **Dashboard** will appear.
- 2. Under "Professional License Details", locate your CRNP certification.
- 3. Click the "Request button next to your certification.



4. Select "Prescriptive Authority" options.

If this option is not visible, ensure your license status is active and you meet the eligibility requirements for prescriptive authority.

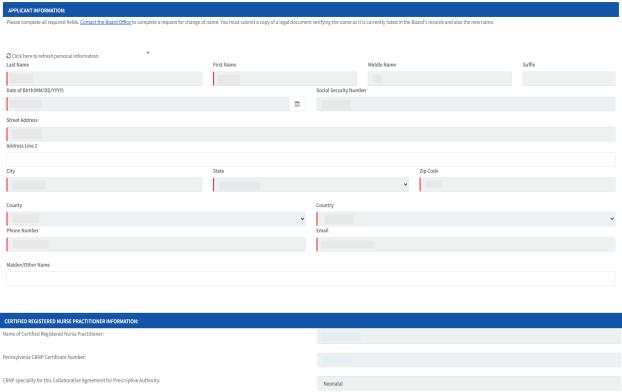


# **Entering Prescriptive Authority Collaborative Agreement Information**

A checklist is available in the Application Instructions section detailing the necessary items for this application.



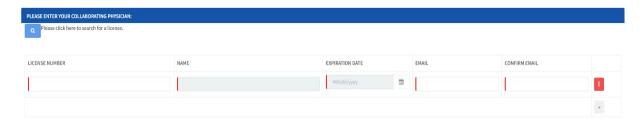
The Applicant Information and Certified Registered Nurse Practitioner Information sections will be prepopulated.



NOTE: If CRNP has multiple specialties, ensure the specialty associated with this agreement is displayed.

You will be prompted to enter the following details:

- Primary Collaborating Physician Medical License Number
  - o Physician must hold current Pennsylvania physician's license.
  - If the physician's license does not appear, double-check the license number for a possible change to a compact license.

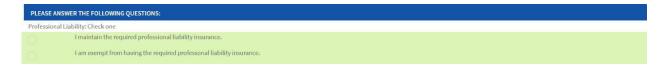


### Substitute Physician(s) Full Name and Medical License Number

- Physician(s) must hold current Pennsylvania physician's license.
- If the physician's license does not appear, double-check the license number for a possible change to a compact license.
- Board of Nursing regulations state that at least one substitute physician be listed on the agreement (§21.285(a)(1)). Multiple substitute physicians may be listed if desired. Click the (+) sign at the lower right of the substitute physician section to enter additional physicians.



Professional Liability Insurance



 Circumstances and how often the collaborating physician will personally see the patient



	each Schedule.)
Schedule II (Maximum 30 Day Supply)	
Yes No	
Schedule III (Maximum 90 Day Supply)	
Yes No	
Schodula IV (Maximum 00 Day Supply)	
Schedule IV (Maximum 90 Day Supply)	
Yes No	
Categories of drugs from which the CRNP may pre	oscriba or dispansa
categories of drugs from which the chief may pre	scribe of dispense
Drug Categories: Individually check each category of drugs from which the CRNP may prescribe and dispense.	
(a) Antihistamines	☐ (b) Anti-infective agents
☐ (c) Antineoplastic agents	(d) Unclassified therapeutic agents
(e) Devices and pharmaceutical aids	(f) Autonomic drugs
☐ (g) Blood formation drugs	(h) Coagulation and anticoagulation drugs
(i) Thrombolytic and antithrombolytic agents	☐ (j) Cardiovascular drugs
☐ (k) Central nervous system agents	(I) Contraceptives including foams and devices
☐ (m) Diagnostic agents	$\square$ (n) Disinfectants for agents used on objects other than sk
	(p) Enzymes
$\square$ (o) Electrolytic, caloric and water balance	(r) Gastrointestinal drugs
(o) Electrolytic, caloric and water balance (q) Antitussive, expectorants and mucolytic agents	
	$\square$ (t) Eye, ear, nose and throat preparations
$\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ $	☐ (t) Eye, ear, nose and throat preparations☐ (v) Skin and mucous membrane agents
(q) Antitussive, expectorants and mucolytic agents (s) Local anesthetics	
(q) Antitussive, expectorants and mucolytic agents (s) Local anesthetics (u) Serums, toxoids and vaccines	(v) Skin and mucous membrane agents
(q) Antitussive, expectorants and mucolytic agents     (s) Local anesthetics     (u) Serums, toxoids and vaccines     (w) Smooth muscle relaxants	(v) Skin and mucous membrane agents
(q) Antitussive, expectorants and mucolytic agents     (s) Local anesthetics     (u) Serums, toxoids and vaccines     (w) Smooth muscle relaxants     (y) Hormones and synthetic substitutes	☐ (v) Skin and mucous membrane agents☐ (x) Vitamins

- Verification Statement Section:
  - After reading each section, you must agree to the information by clicking on the box next to the confirmation statement.
  - You must type your name on the signature line to electronically sign the application.



• You will sign the "Certified Registered Nurse Practitioner Signature" section to agree to the terms of the prescriptive authority collaborative agreement:



 Checklist Document Upload section: This section is **not** mandatory if the CRNP has already provided the information.



## Save or Send to Physician

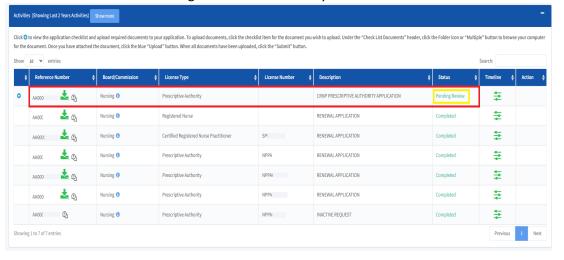
Save allows you to save information and send it to the collaborating physician <u>later</u>.



• Click Send to Physician to send the agreement to the collaborating physician for review.



• Application will be listed as 'Pending Review' under the My Activities section of the CRNP Dashboard:



# Collaborating Physician Review of Agreement and Approval or Rejection

• The collaborating physician will receive an email notification that the agreement is pending their review.



• They will log in to their PALS account to access the application under their **My Queue** section:



• The red icon allows the collaborating physician to view the information.

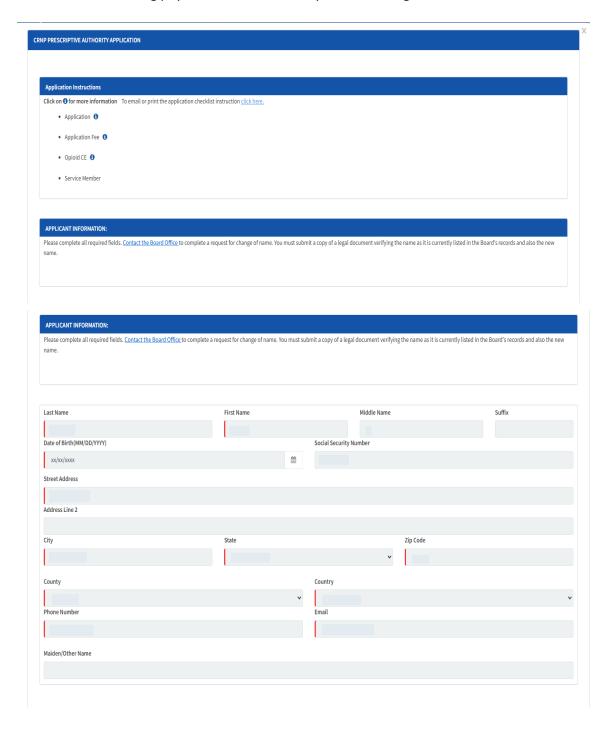


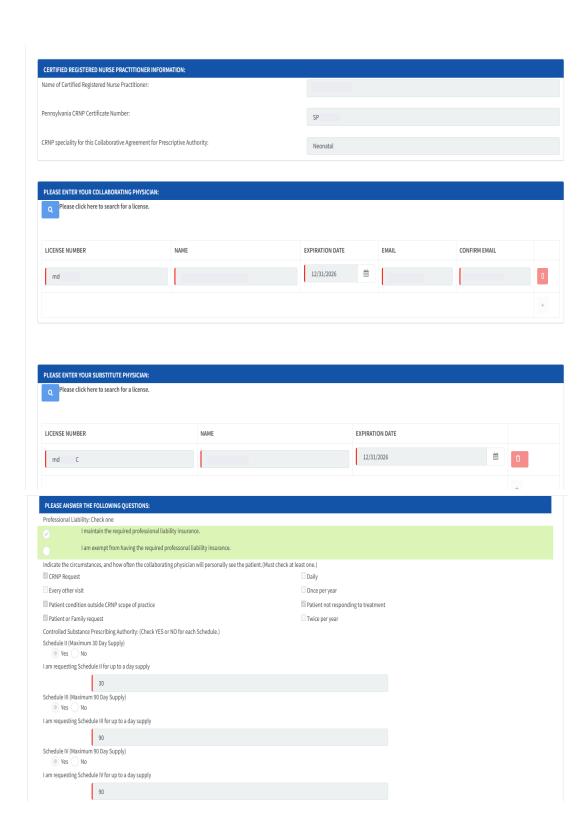
• The blue button allows the collaborating physician to review the information then reject or approve the agreement.

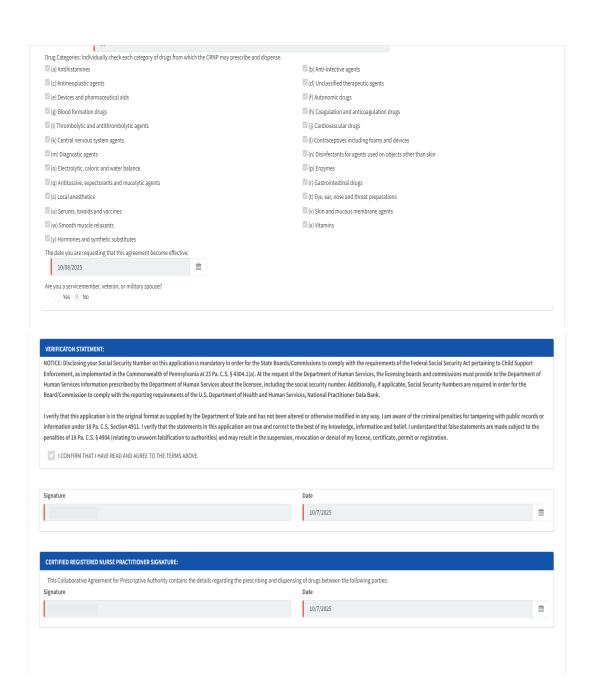


# Physician view of the agreement/application:

Note: The collaborating physician cannot make any edits to the agreement.

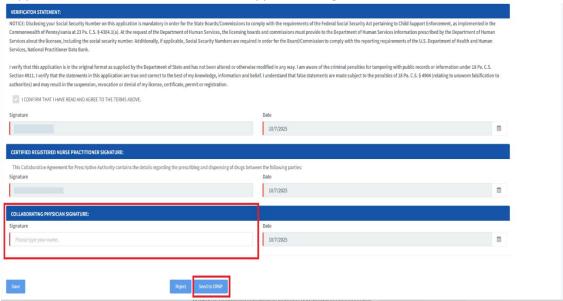






### Collaborating Physician Approval, Rejection or Save for later

• The Collaborating Physician must type their name on the signature line to electronically sign the application and click "Send to CRNP" to approve the agreement.

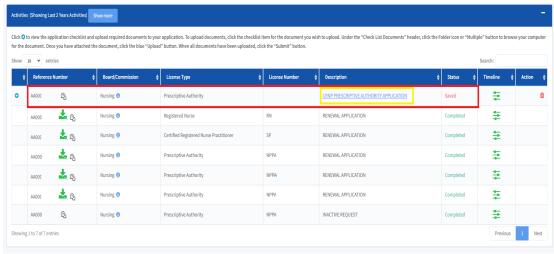


- Collaborating physician can also reject the agreement if there are changes to be made. Reject will send the information back to the CRNP to have the changes made.
- Save allows the collaborating physician to save information and reject or send to the CRNP later.
   Nothing will happen to the agreement/application. It will remain in Pending Review status on the CRNP dashboard.
- When the collaborating physician approves the application, the application will be sent back to the CRNP to complete the process for submission.

## **Application Completion and Submission**

- You will receive an email notification when the agreement has been returned as approved or rejected.
- Rejected agreements will need to be worked out between you and the collaborating physician until all parties have reached an agreement.
- When the agreement has been approved by the collaborating physician, you will log in to your PALS Account to access the application under 'My Activities' or 'My Queue' section.

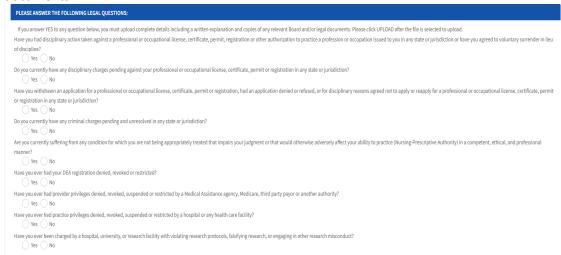
My Activities: Click on the blue link in the description column.



My Queue: Click on Review by CRNP.



 You will complete the application by answering the Legal Questions and providing and necessary documents.



• Submit the application by clicking the 'Submit' button.



- You will be directed to review the application. Changes can only be made to the legal questions.
- An Add to Cart button will be available for payment either at the top or bottom of the page.

### Top of page:



### Bottom of page:



- You will be directed to your cart to submit payment.
- After successful payment, you will be directed to the payment confirmation page, where you can
  download a pdf copy of the application.
- The application will be submitted to the Board for review.
- You may **not** prescribe or dispense medication until your application has been approved.

### **Post-Submission Tracking**

- 1. Return to your **Dashboard** to check the progress of your application.
- 2. Check the Activities section for the following statuses:
  - Submitted
  - Needs Attention
  - Completed
- 3. If additional information is required, you will be notified via email.

After approval, your prescriptive authority number will be generated, and the approval will be available for download on your dashboard.

A printable CRNP Prescriptive Authority Collaborative Agreement will be generated and available for download on the public verification site, <a href="https://www.pals.pa.gov/verify">www.pals.pa.gov/verify</a>.

Prescriptive Authority Collaborative Agreements are required to be kept at the primary practice location and reviewed and updated at least once every 2 years or whenever the agreement is changed.