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### *Adding a PA to an Existing Agreement*

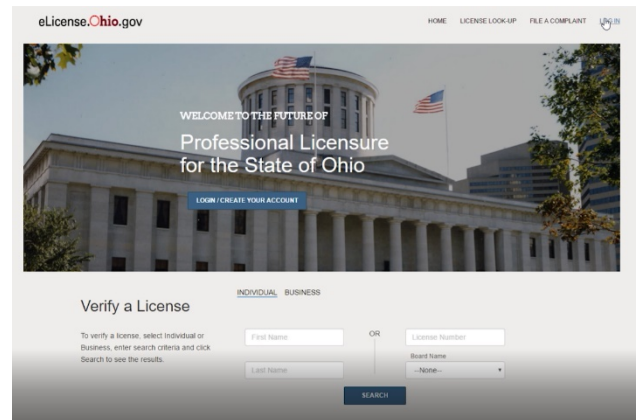
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Complete the paper addendum to the supervision agreement

- Indicate the existing supervision **agreement number** that it relates to and the PA's license number.
- Obtain necessary signatures.

The physician must log into their license through the portal at [elicense.ohio.gov](http://elicense.ohio.gov)

- On the license tile, use the OPTIONS button and select SUPERVISION AGREEMENT.
- Choose the agreement that you are wishing to add the PA to using the dropdown arrow to the right of that agreement.
- Choose EDIT.
- Click on the ADD NEW PARTIES.
- Type in the PA license number. The system will bring up the matching PA number in the system, be sure to select the correct number from the auto-generated list.
- Continue to add new parties as needed.
- Upload the signed addendum to the supervision agreement.
- When you are finished adding parties upload the pdf file to the agreement.
- Click SUBMIT.
- Attest that you are responsible for the agreement, agree and submit.



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### *Deactivating PA(s) on an Existing Agreement*

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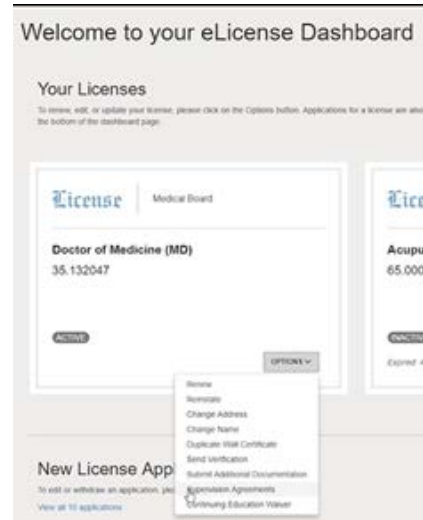
- On the license tile, use the OPTIONS button.
- Select SUPERVISION AGREEMENT.



# State Medical Board of Ohio

## A Quick Reference Guide Physician Assistant Supervision Agreements (SA) in eLicense

- Choose the agreement that you are wishing to remove the PA from using the dropdown arrow to the right of that agreement.
- Choose EDIT.
- Locate the PA you need to remove from the agreement.
- Under the STATUS column, change that PA from active to INACTIVE.
- Click SUBMIT and then attest that you are responsible for the agreement, agree and submit.  
**Only use the deactivate option if you wish to deactivate the ENTIRE agreement.**



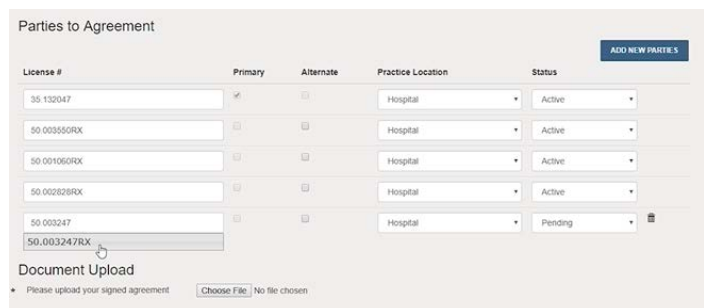
### Creating an Entirely New Supervision Agreement

If the physician needs a new agreement they need to complete the paper supervision agreement that relates to their practice type.

- Office based practice uses “outside the health care facility (HCF)” application.
- Hospital based practice uses the “within the HCF” application.
- If the supervision is for BOTH in the hospital and office-based practice, use the “outside the HCF application” and list all locations (even hospital ones).
- Obtain necessary signatures.

The physician must log into their license through the portal at [elicense.ohio.gov](http://elicense.ohio.gov)

- Once on the DASHBOARD page, locate the license tile for the supervising physician.
- Click on the dropdown OPTIONS button.





- Select SUPERVISION AGREEMENT.
- Locate the blue button on the upper-right corner of the screen and click ADD A NEW SUPERVISION AGREEMENT.
- For OFFICE AGREEMENTS: complete all the detailed information requested for the “agreement terms.”
- For HOSPITAL AGREEMENTS: type NA in the “agreement term” spaces.
- If the practice is BOTH for office and hospital settings, the agreement terms that relate to the office practice must be typed in the agreement terms spaces. These terms do not apply to the hospital practice setting.
- Add the practice type in the credentialing location (ie hospital, office, or hospital/office).
- Add the email address of the credentialer of person who should receive notices regarding this agreement in the credentialer email address field.

Add the Physician and the PAs participating in the agreement by:

- Click on the ADD NEW PARTIES.
- Type in the Physician license number. The system will bring up the matching physician number in the system, be sure to select the correct number from the auto-generated list.
- Click on ADD New Parties.
- Type in the PA license number. The system will bring up the matching PA number in the system, be sure to select the correct number from the auto-generated list.
- Continue to add new parties as needed.
- Upload the signed addendum to the supervision agreement.
- When you are finished adding parties upload the pdf file to the agreement.
- Click SUBMIT.
- Attest that you are responsible for the agreement, agree and submit.