

Wisconsin Department of Safety and Professional Services

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MEDICAL EXAMINING BOARD

CREDENTIALING INFORMATION FOR MEDICINE AND SURGERY APPLICANTS WITH A CURRENT UNRESTRICTED MINNESOTA LICENSE

PLAN AHEAD: Applicants, recruiters, institutions, and others involved in the placement of individuals who seek to be credentialed in the state of Wisconsin should understand that the credentialing process takes time, and that credentialing is not guaranteed to any applicant. Factors that determine the length of time it may take to process an application include the length of time the applicant has been in practice, the total number of jurisdictions in which the applicant has been credentialed, and the length of time it takes for supporting documents to be received in the Board office and reviewed.

We strive to process applications in a timely fashion. We cannot issue a credential until all of the required documents have been received and reviewed in the Board office.

It is the Department's mission and legislative mandate to provide consumer protection for Wisconsin Residents. The Department and the Board have been asked to waive requirements to expedite the process, only to discover legitimate grounds to deny a credential. This can present a serious problem for the applicant, recruiter, or institutions if the applicant has relocated, purchased property, or made other commitments prior to the issuance of a Wisconsin credential. **We urge you not to make these moves until you know that your credential has been issued.**

Please "plan ahead" as we cannot speed up the credentialing process nor waive supporting documents even in emergency situations.

PLEASE READ BEFORE COMPLETING YOUR APPLICATION: This application **does not** apply to individuals who hold a MN Telemedicine license. To qualify for this license, you must currently hold an unrestricted State of Minnesota license. If you have ever held a Wisconsin physician license and the license has been expired or for other application methods, see information at <https://dsps.wi.gov/Pages/Professions/Physician/Default.aspx>.

APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:

- Application - Complete application and pay appropriate fee(s) online via LicensE.
- National Practitioner Data Bank Report
- Certification of Post Graduate Training ([Form #2165](#))
- Copies of malpractice suit and court documents with allegations and settlement if applicable, complete Malpractice Suits or Claims ([Form #2829](#))
- Authorization and Waiver ([Form #571](#))
- Provide a current copy of your unrestricted Minnesota license
- Physician Profile Data Report from the American Medical Association or American Osteopathic Association
- Physician Data Center Practitioner Profile from the Federation of State Medical Boards ([Form #1445](#))
- Convictions and Pending Charges ([Form #2252](#)) if applicable

VERIFICATION OF MEDICAL LICENSES IS REQUIRED: You are required to submit a current copy of your unrestricted Minnesota license to the Wisconsin Medical Examining Board. Minnesota license must remain active through Wisconsin credentialing process.

NATIONAL PRACTITIONER DATA BANK: All candidates must request the "Practitioner Request for Information Disclosure" (Self-Query) from the National Practitioners Data Bank. Self-Queries (NPDB) can be found at <http://www.npdb.hrsa.gov/pract/selfQueryBasics.jsp>. Select the option that reads, "Start a Self-Query for an Individual." After the NPDB has completed your request, they will send the self-query response directly to you. Once received, you will need to forward a copy of the response to the Department. This report may be emailed to DSPPSCREDMEDBD@wisconsin.gov, or faxed to (608) 251-3036. If you have further questions regarding this report, contact the NPDB helpline at 1-800-767-6732.

Wisconsin Department of Safety and Professional Services

PHYSICIAN PROFILE DATA REPORT FROM AMA OR AOA: All MD's applying for licensure must complete the Physician Profile Data Report. This request can be made from the following website: American Medical Association Physician Profile Data at: <https://profiles.ama-assn.org/amaprofiles/>. Please select the option for "Physicians Only Requests for Profiles to be sent to Licensing Boards" and follow the steps given on the AMA website.

All DO's applying for licensure must use the AOA website at <https://www.aoaprofiles.org/>.

PHYSICIAN DATA CENTER PRACTITIONER PROFILE REPORT: Request Report from the Federation of State Medical Boards (**Form #1445**).

ORAL INTERVIEWS:

The Oral Interview process in the State of Wisconsin was created under Wis. Admin. Code § MED 1.06. **If you are selected to appear for an Oral Interview**, you will be scheduled to appear before the Review Panel at one of the regularly scheduled Board meetings.

Panel Review: Oral Interviews:

- a) In addition to the National exam, an applicant **may** be required to complete an Oral Interview if the applicant:
 1. Has a medical condition, which in any way impairs or limits the applicant's ability to practice medicine and surgery with reasonable skill and safety.
 2. Uses chemical substances to impair in any way the applicant's ability to practice medicine and surgery with reasonable skill and safety.
 3. Has been disciplined or had licensure denied by a licensing or regulatory authority in Wisconsin or another jurisdiction.
 4. Has been found to be negligent in the practice of medicine or has been a party in a lawsuit in which it was alleged that the applicant had been negligent in the practice of medicine.
 5. Has been convicted of a crime the circumstances of which substantially relate to the practice of medicine.
 6. Has lost, had reduced, or had suspended his or her hospital staff privileges, or has failed to continuously maintain hospital privileges during the applicant's period of licensure following post-graduate training.
 7. Has graduated from a medical school not approved by the Board.
 8. Has been diagnosed as suffering from Pedophilia, Exhibitionism, or Voyeurism.
 9. Has within the past two (2) years engaged in the illegal use of controlled substances.
 10. Has been subject to adverse formal action during the course of medical education, postgraduate training, hospital practice, or other medical employment.
 11. Has not practiced medicine and surgery for a period of three (3) years prior to application unless the applicant has been graduated from a school of medicine within that period.
- b) An application filed under Wis. Admin. Code § Med 1.02 shall be reviewed by an Application Review Panel of at least two (2) Board members designated by the Chairperson of the Board. The Panel shall determine whether the applicant is eligible for a regular license without completing an Oral Interview. An applicant can also be required to take an Oral Interview under Wis. Admin. Code § Med 1.08(2) if the applicant has been examined four (4) or more times before achieving a passing grade.

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- Certification of Post-graduate training (**Form #2165**)
- Provide a current copy of your unrestricted Minnesota license
- Physician Profile Data Report from the American Medical Association or American Osteopathic Association
- Physician Data Center Practitioner Profile from the Federation of State Medical Boards (**Form #1445**)
- Authorization and Waiver (**Form#571**)
- Convictions and Pending Charges (**Form #2252**), if applicable
- Malpractice Suits or Claims (**Form #2829**) and copies of malpractice suit, court documents with allegations and settlement, if applicable
- Is name on all credentials the same? If not, submit certified copy of marriage certificate, divorce decree, etc.

Wisconsin Department of Safety and Professional Services

CODES FOR SPECIALTIES: Enter specialty code(s) on page 1 of the Application.

Academic Medicine	37	Otolaryngology	67
Administrative Medicine	71	Otorhinolaryngology - Ent	15
Aerospace Medicine	33	Pain	66
Alcoholism - Chemical Dependency	49	Pathology	16
Allergy - Immunology	01	Pathology - Clinical	17
Anesthesiology	02	Pathology - Surgical Anatomic	72
Aviation Medicine	32	Pediatrics	18
Dermatology	03	Pediatrics - Other	60
Emergency Medicine	31	Perinatology	62
Endocrinology	56	Pharmacology - Clinical	48
Family Practice	41	Physical Medicine and Rehabilitation	19
Gastroenterology	06	Preventive Medicine	09
General Practice	08	Proctology	36
Genetics	61	Psychiatry	20
Geriatrics	29	Psychiatry - Child	21
Hand Surgery	64	Public Health	22
Hebiatrics	46	Radiation - Oncology	70
Hematology	07	Radiology	53
Hyperbaric Medicine	65	Radiology - Diagnostic	43
Immunology - Infectious Diseases	47	Radiology - Nuclear Medicine	68
Institutional Medicine	39	Radiology - Ultrasound	69
Internal Medicine	04	Research	34
Internal Medicine - Cardiology	05	Retired	24
Internal Medicine - Pulmonary Medicine	45	Rheumatology	57
Neonatology	63	School Physician	52
Nephrology	40	Surgery - Cardiovascular	44
Neurology	10	Surgery - Colon and Rectal	54
Neurophysiology	51	Surgery - General	25
Nuclear Medicine	23	Surgery - Maxillofacial	58
Obstetrics and Gynecology	12	Surgery - Neurological	11
Occupational Medicine	30	Surgery - Peripheral Vascular	59
Oncology	38	Surgery - Plastic	26
Ophthalmology	13	Surgery - Thoracic	27
Orthopedic Surgery	14	Urology	28