

Wisconsin Department of Safety and Professional Services

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MEDICAL EXAMINING BOARD

CREDENTIALING INFORMATION FOR LOCUM TENENS OR CAMP PHYSICIAN APPLICANTS

IMPORTANT NOTE: Temporary Practice at Camps Per Wis. Stat. § [448.033](#), physicians licensed to practice medicine and surgery in another state or territory of the United States or a Canadian province or territory may practice medicine and surgery to provide treatment to campers and staff for not more than 90 days in any year without holding a license issued under Wis. Stat. ch. 448, Subch. II. See Form #[5568](#), Out of State Physician Temporary Camp Practice Notification Form, for details. Form #[5568](#) must be submitted prior to practice.

Application for Camp Physician or Locum Tenens

This license is designed for an applicant who holds a valid license to practice medicine and surgery issued by another licensing jurisdiction of the United States or Canada whose services have been requested by a Physician licensed to practice medicine and surgery in this state or by a Camp Organization or other Recreational Facility of this state.

The holder of a Camp Physician or Locum Tenens license may engage in the practice of medicine and surgery providing such practice is confined to the Camp or Recreational Facility, or geographical area for which the license is issued. The Locum Tenens license allows the applicant to temporarily maintain the practice of another Physician including providing emergency room services normally provided by the other Physician. A Camp Physician or Locum Tenens license shall expire 90 days from the date of its issuance and may be renewed for additional periods of 90 days each, but no such license may be renewed more than three (3) consecutive times.

PLEASE 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.

The application consists of an all-inclusive packet with instructions and information on all applicable requirements. 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 or waive supporting documents even in emergency situations.

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

- LicenseE online application and fee(s)
- National Practitioner Data Bank Report
- Physician Data Center Profile from the Federation of State Medical Boards (FCVS) This request can be made from the following website: <https://www.fsmb.org/PDC/practitioner-direct/>.
- Malpractice Suits or Claims (Form #2829) and copies of malpractice suit, court documents with allegations and settlement, if applicable
- Copy of **current registration card** to practice to practice medicine and surgery in another jurisdiction in the United States or Canada. License must remain active during credentialing process.
- Convictions and Pending Charges (Form #2252), if applicable
- Physician Profile Data Report from the American Medical Association (AMA), or American Osteopathic Association (AOA)
- Letter requesting services from Camp/Recreational Facility or Physician licensed in the State of Wisconsin

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 <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 www.AOAProfiles.org.

PHYSICIAN DATA CENTER PRACTITIONER PROFILE REPORT:

This request can be made from the following website: <https://www.fsmb.org/PDC/practitioner-direct/>.

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>.

Select the option that reads "Self-Query." 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 DSPSCREDMEDBD@wi.gov or faxed to (608) 251-3036. If you have further questions regarding this report, contact the NPDB helpline at 1-800-767-6732.

OTHER REQUIREMENTS:

- **Copy of Current Registration Card** – Submit a copy of a current registration card showing a current expiration date for an active medical license in another state.
- **Letter Requesting Services** – A letter from a Physician licensed to practice medicine and surgery in WI **or** a letter from a Camp Organization or other Recreational Facility in WI must submit a letter requesting the applicant's services. The letter must be sent directly to DSPS and must include dates of service being requested as well as the practice location. The letter may be emailed directly to DSPSCREDMEDBD@wi.gov or faxed to (608) 251-3036 with an official facility cover letter.

ORAL EXAMS:

The oral exam process in the State of Wisconsin was created under Wis. Admin. Code § MED 1.06(1). **If you are selected to appear for an oral exam**, you will be scheduled to appear before the Review Panel at one of the regularly scheduled Board meetings. If you are selected for an oral examination, the additional oral examination fee of \$266.00 will be required prior to being scheduled for this exam.

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CODES FOR SPECIALTIES:

Enter specialty code(s) on page 1 of the “Application for Temporary Camp Physician or Locum Tenens License.”

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 Medicine	925	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
Neuromuscular Medicine	926	Surgery - General	25
Neurophysiology	51	Surgery - Maxillofacial	58
Nuclear Medicine	23	Surgery - Neurological	11
Obstetrics and Gynecology	12	Surgery - Peripheral Vascular	59
Occupational Medicine	30	Surgery - Plastic	26
Oncology	38	Surgery - Thoracic	27
Ophthalmology	13	Urology	28
Orthopedic Surgery	14		