

INSTRUCTIONS TO PAs

1. ADDING A SUPERVISING PHYSICIAN (P. 1)
2. VIEWING EXISTING SUPERVISORY RELATIONSHIPS (P. 6)
3. MODIFYING AN EXISTING SUPERVISORY RELATIONSHIP (P. 6)

Adding a Supervising Physician

To add a new supervising physician to your licensure file, visit <https://lars.tn.gov/datamart/login.do;jsessionid=8tQuBlyxgs-gfD6VqTAESzT+> and create a login using your username and password.

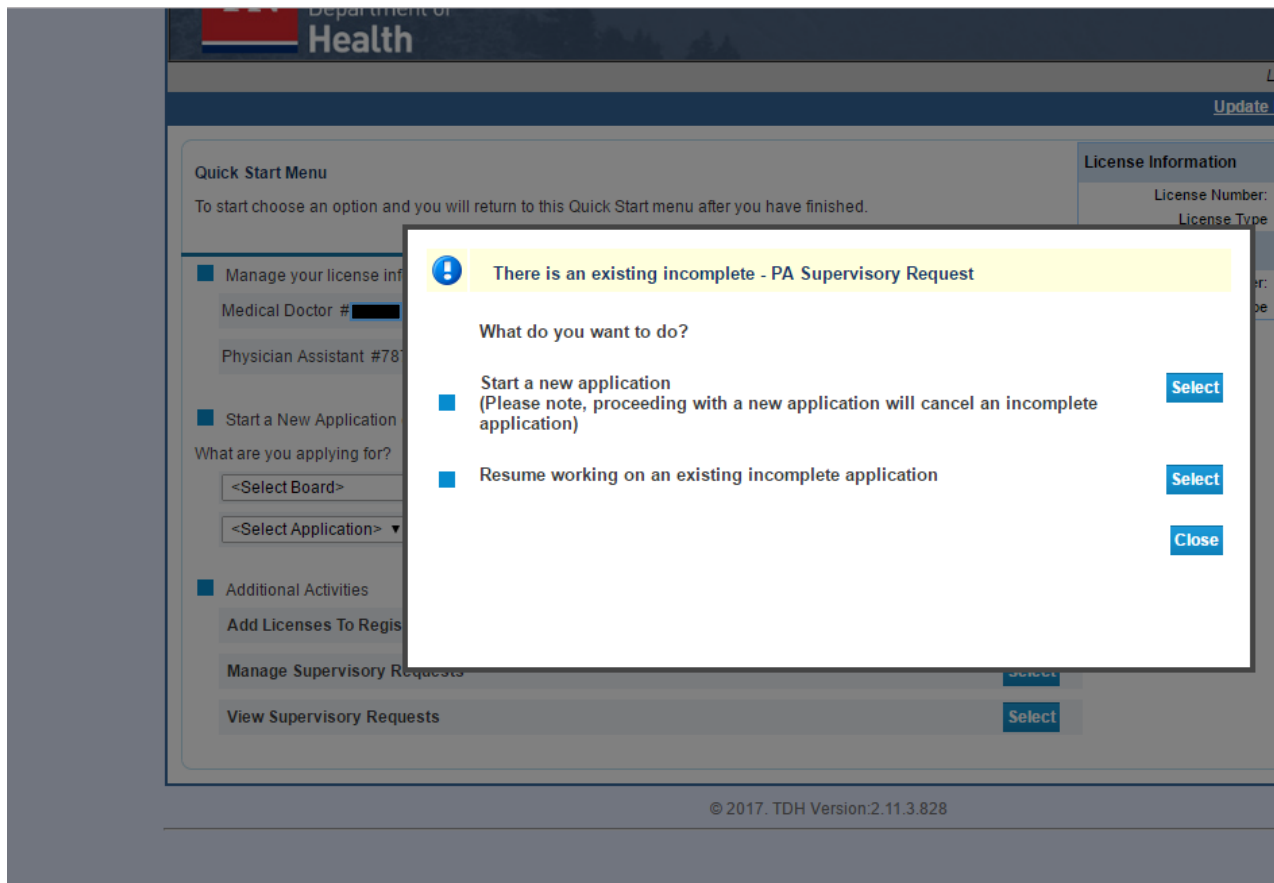
From the “Quick Start Menu” select “PA Supervisory Request” from the drop-down menu under “Manage your license information”.

The screenshot displays the user interface of the Tennessee Licensure and Registration System (LARS). The top navigation bar includes 'Logged in as I', 'Update Profile', 'Logout', and 'Contact Us'. The main content area is titled 'Quick Start Menu' and contains several sections:

- Manage your license information:** This section includes two dropdown menus for selecting applications. The first dropdown is for 'Medical Doctor #7785' and the second is for 'Physician Assistant #'. The 'PA Supervisory Request' option is highlighted in the second dropdown, with a red arrow pointing to it.
- Start a New Application or Take an Exam:** This section includes a dropdown menu for selecting a board and another for selecting an application.
- View Application Status:** This section displays a table of application statuses.
- Additional Activities:** This section includes options for 'Add Licenses To Registration' and 'Manage Supervisory Requests'.

Committee on Physician Assistants - PA Supervisory Request	Status: Open	Details
Committee on Physician Assistants - PA Supervisory Request	Status: Denied	Details
Committee on Physician Assistants - PA Supervisory Request	Status: Open	Details

IF there is an existing request already open which has not been completed, you will have the option to proceed with the incomplete request or to start a new application. ***If you choose to start a new application, your existing incomplete request will be cancelled.***



Select "Next" once you have read and understand the instructions.

Select "Next" once you have reviewed and confirmed your personal details.

From the "PA Supervisory Request – Contact Information" screen, you will have the option to enter all of your address records. In order to proceed you MUST have the following records on file:

- Mailing address
- Practice address

If you have more than one practice address, you may add multiple records by selecting "Practice Address" from the drop-down menu under "Add Another Contact".

Title:

First Name:

Second Name:

Last Name:

Add Another Contact

Contact Type:

- EC address Fax#
- Emergency Address
- MA address Fax#
- PR address Fax#
- Practice Address
- Web Site

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Your emergency address, practice address fax, and mailing address fax are optional records.

From the “PA Supervisory Request – Related Licenses Listing” you will see a list of all existing supervisors on file for you. To add a new supervisor, scroll to the bottom of this screen and select “Add”.

Other Party Role: Supervisor [Delete Relation](#)

Medical Doctor -
Licensed - 2017-01-31

Relation Name: Supervisor of Physician Assistant (Required: Y)

Your Role: Physician Assistant

Other Party Role: Supervisor [Delete Relation](#)

Medical Doctor -
Licensed - 2018-05-31

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From the “PA Supervisory Request – Related Party – Add” screen, select “Supervisor of Physician Assistant” from the “Type of Relationship” Menu. This should be your only option. You must then specify whether your supervising physician is an MD or DO and enter his or her licensing number.

TN Department of Health
Physician Assistant License #: _____ Logged in as _____
[Update Profile](#) | [Logoff](#) | [Contact Us](#)

PA Supervisory Request - Related Party - Add

To add a new supervisor, select "Supervisor of Physician Assistant" from the "Type of Relationship" Menu. You must also enter the practitioner's license type and number before proceeding to the next screen.

To return to the previous screen, select "Previous". No changes will be saved if you return to the previous screen.

Press "Cancel" to cancel this application and return to the main menu.

Related Licenses Listing

- Type of Relationship:
- Other Party Role: Supervisor
 - License Type:
 - License Number:

[Previous](#) [Next](#) [Cancel](#)

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Once all required information has been submitted and you have selected "Next", your supervisor will be added to your list of supervisors. You should select "Next" again to proceed to the screen below. You should select the most recently added supervisor from the list and click "Next".

TN Department of Health
Physician Assistant License #: _____ Logged in as _____
[Update Profile](#) | [Logoff](#) | [Contact Us](#)

PA Supervisory Request - Supervisor Selection

Please identify from the list below, the supervisory relationship you would like to modify, then select "Next".

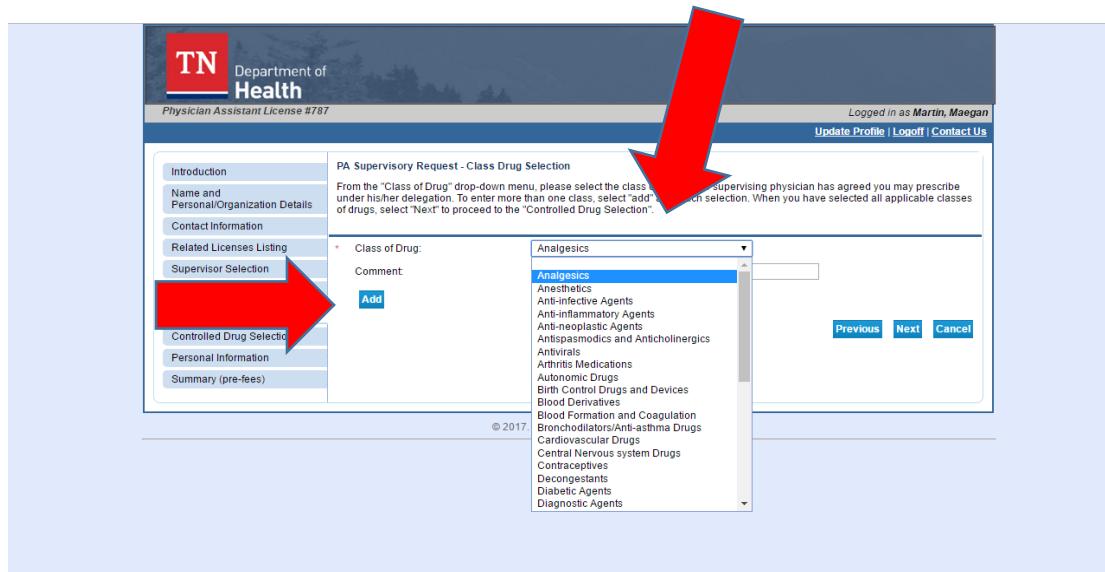
Supervisor.

- Medical Doctor - Licensed - 2018-03-31
- Medical Doctor - Licensed - 2018-01-31

[Previous](#) [Next](#) [Cancel](#)

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The next page will include a list of all practice addresses on file for you. Please select the practice address where the newly added supervisor will be supervising you before selecting "Next".



The screen above shows the “Class Drug Selection” page, from which you should select each and every class of drugs your supervising physician has delegated to you. At this time, you are required to make a selection and then click “Add” for each class of drug. Enhancements are under way so that you can make multiple selections from the drop down menu at once. When you all classes of drugs have been added, select “Next” to proceed to the next page.

The next two screens seek to gather information about controlled substances that will be prescribed. You must enter your DEA number(s), if you hold a current DEA registration.

Once you have entered all information, you will arrive at the application summary page. This page provides a summary of all information submitted as part of your supervisory request. If you need to make any changes to any section of information, you may select “Edit”. When you have reviewed all information, you should select “Submit”.

After you provide the necessary electronic attestation and select “Submit”, you will have the option to view and print a PDF summary report of the supervisory request. You will receive an emailed copy of this report to the email address on file for you. If you do not receive an email, you should return to the records screen to confirm that you have entered your correct email address without any typographical errors.

Selecting "Submit" will result in a notice of your request being sent to your proposed supervisor.

IMPORTANT, PLEASE NOTE: Your supervisory relationship will not be validated unless and until your supervising physician validates the relationship. A notice of your pending request will be sent to you and your supervisor fifteen days, thirty days and forty-five days after the initial request. Requests not validated within sixty days will expire.

Viewing your Existing Supervisory Relationships

To view all existing supervisory relationships recorded in your licensure file, visit <https://lars.tn.gov/datamart/login.do;jsessionid=8tQuBLYxgs-gfD6VqTAESzT+> and create a login using your username and password.

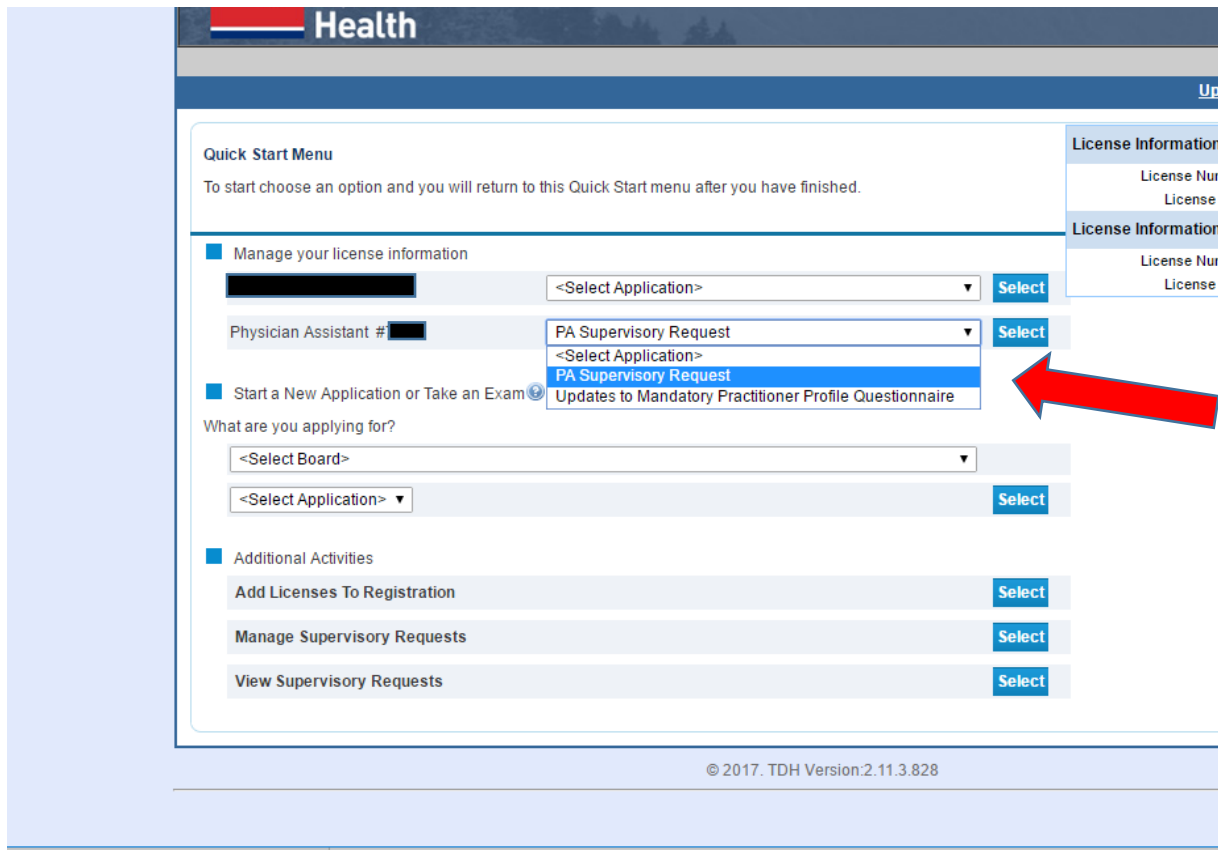
From the "Quick Start Menu" select "View Supervisory Request" from the drop-down menu under "Additional Activities".

The next page screen will include a list of all current supervising physicians on file for you. Select the relationship you wish to view by clicking "View" to the right of the physician's name.

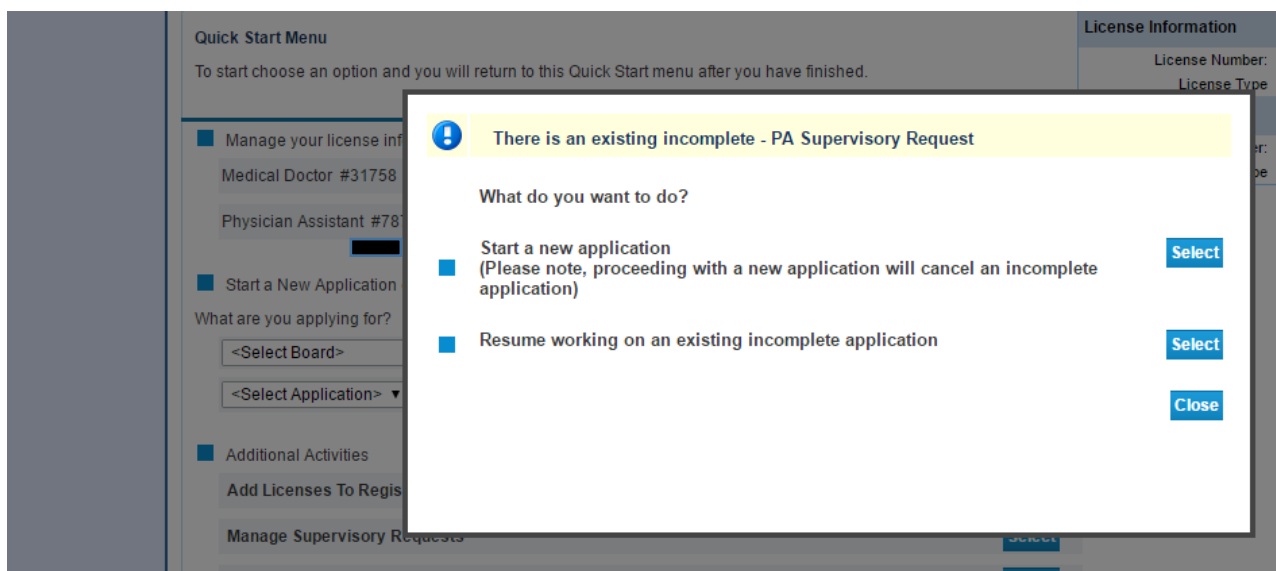
Modifying an Existing Supervisory Relationship

To modify an existing supervising physician to your licensure file, visit <https://lars.tn.gov/datamart/login.do;jsessionid=8tQuBLYxgs-gfD6VqTAESzT+> and create a login using your username and password.

From the "Quick Start Menu" select "PA Supervisory Request" from the drop-down menu under "Manage your license information".



IF there is an existing request already open which has not been completed, you will have the option to proceed with the incomplete request or to start a new application. ***If you choose to start a new application, your existing incomplete request will be cancelled.***



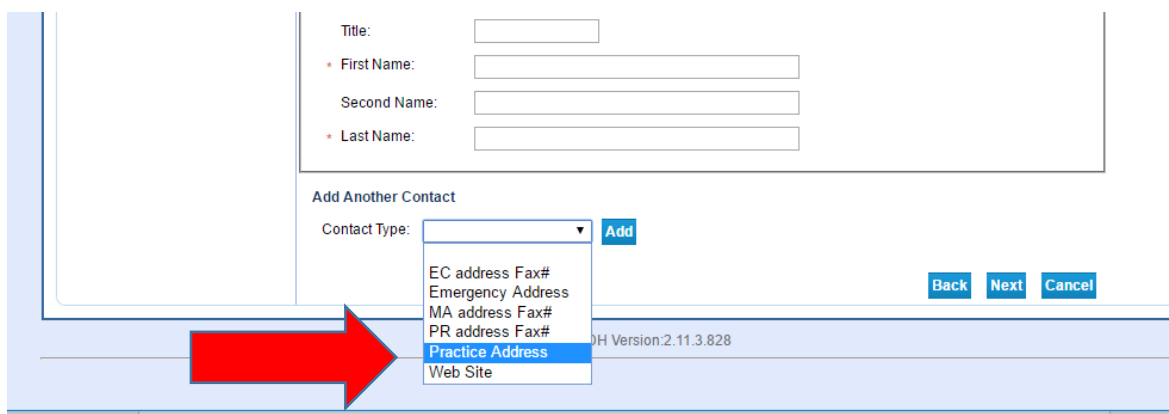
Select "Next" once you have read and understand the instructions.

Select "Next" once you have reviewed and confirmed your personal details.

From the "PA Supervisory Request – Contact Information" screen, you will have the option to enter all of your address records. In order to proceed you MUST have the following records on file:

- Mailing address
- Practice address

If you have more than one practice address, you may add multiple records by selecting "Practice Address" from the drop-down menu under "Add Another Contact".



The screenshot shows a web form titled "Add Another Contact". It includes input fields for "Title:", "First Name:", "Second Name:", and "Last Name:". Below these is a "Contact Type:" dropdown menu with an "Add" button. The dropdown menu is open, showing options: "EC address Fax#", "Emergency Address", "MA address Fax#", "PR address Fax#", "Practice Address" (highlighted in blue), and "Web Site". A large red arrow points to the "Practice Address" option. At the bottom right of the form are "Back", "Next", and "Cancel" buttons. The footer of the page reads "DH Version:2.11.3.828".

Your emergency address, practice address fax, and mailing address fax are optional records.

From the "PA Supervisory Request – Related Licenses Listing" you will see a list of all existing supervisors on file for you. To modify your relationship, scroll to the bottom of this screen and select "Next".

Next, you will be asked to identify the location or locations where the supervising physician will be providing supervision. You may make more than one selection before selecting “Next”.

On the next screen, you will be asked to reenter all drug selection information.

The next page will provide a summary of all information submitted as part of your request to modify an existing relationship. If you need to make any changes to any section of information, you may select “Edit”. When you have reviewed all information, you should select “Submit”.

After you provide the necessary electronic attestation and select "Submit", you will have the option to view and print a PDF summary report of the modification request. You will receive an emailed copy of this report to the email address on file for you. If you do not receive an email, you should return to the records screen to confirm that you have entered your correct email address without any typographical errors.

Selecting "Submit" will result in a notice of your request being sent to your proposed supervisor. The notice will be delivered to the email or physical address already on file for him or her.

IMPORTANT, PLEASE NOTE: Your requested changes will not be validated unless and until your supervising physician approves the requested changes. A notice of your pending request will be sent to you and your supervisor fifteen days, thirty days and forty-five days after the initial request. Requests not validated within sixty days will expire.