

Indiana State Department of Health  
Health Care Quality and Regulatory Services  
Division of Acute Care

**Standing Waivers for Staff and Physician Licensure; Controlled Substance  
Registration; and Drug Enforcement Agency Registration Verifications**

ISDH HCQRS: Program Advisory Letter

Number: **AC-2011-01 HOSP**

Effective Date: July 26, 2011

Created: July 26, 2011

Cancel: None

Reviewed: n/a

Revised: n/a

**PROGRAM ADVISORY SUMMARY**

- ***Effective Date: July 26, 2011***
- ***A standing waiver regarding the verification of state licensure and state controlled substance registration is issued to all Hospitals licensed in the State of Indiana. Facilities will not be required to submit waiver requests for the following state rules if the facility follows the approved alternative:***
  - (4) Maintain a file for each member of the medical staff that includes, but is not limited to, the following:
    - ***410 IAC 15-1.5-5(a)(4)(C): A copy of the member's current Indiana license showing the date of licensure and current number or an available certified list provided by the health professions bureau. A copy of practice restrictions, if any, shall be attached to the license issued by the health professions bureau through the medical licensing board.***
    - ***410 IAC 15-1.5-5(a)(4)(D): A copy of the member's current Indiana controlled substance registration showing the number, as applicable.***
    - ***410 IAC 15-1.5-5(a)(4)(E): A copy of the member's current Drug Enforcement Agency registration showing the number, as applicable.***
- ***The standing waiver applies to all licensed personnel with licenses maintained by the Indiana Professional Licensing Agency (MDs, Nurses, Physical Therapists, Occupational Therapists, etc.) working for the facility.***
- ***This advisory provides guidance on obtaining the alternate methods of verification.***

Background:

The Indiana State Department of Health (ISDH), Acute Care Division, recognizes that the Indiana Professional Licensing Agency (PLA) has made a number of modifications to license cards and certificates such that a specific expiration date is no longer printed on each card. In place of a specific expiration date, most cards now read ‘expires June 30 of every odd year’ or something similar.

In order to verify a valid license (or the expiration thereof), either the licensee or the facility would be required to pay a fee to obtain an official document indicating the validity of the license. The ISDH believes this was an unintended consequence of the changes implemented by the PLA with respect to the rules in place at 410 IAC 15. The ISDH is therefore issuing standing waivers for the requirement that facilities maintain ‘*a copy of*’ the document(s) as required by rule while maintaining the intent of the rule which is to ensure that all licensed personnel hold valid licensure.

Agency Action Issuing a Standing Waiver:

Current state rules require hospitals to maintain a copy of certain documents. The ISDH hereby issues a standing waiver for provisions in 410 IAC 15-1.5-5(a)(4) if the hospital is in compliance with approved alternatives described below.

Approved Alternatives:

**Indiana Licensure and/or State Controlled Substance Registration:**

Indiana Administrative Code (IAC) - 410 IAC 15-1.5-5(a)(4)(C)(D) requires the following:

Sec. 5. (a) The hospital shall have an organized medical staff that operates under bylaws approved by the governing board and is responsible to the governing board for the quality of medical care provided to patients. The medical staff shall be composed of two (2) or more physicians and other practitioners as appointed by the governing board and do the following:

...

(4) Maintain a file for each member of the medical staff that includes, but is not limited to, the following: ...

(C): A copy of the member's current Indiana license showing the date of licensure and current number or an available certified list provided by the health professions bureau. A copy of practice restrictions, if any, shall be attached to the license issued by the health professions bureau through the medical licensing board.

(D): A copy of the member's current Indiana controlled substance registration showing the number, as applicable.

Facilities may use printout from the online services of the Indiana Professional Licensing Agency to verify current Indiana Licensure and State Controlled Substance Registration by going to the following website: <https://mylicense.in.gov/EVerification/Search.aspx>. The facility should

print out the search results and maintain the verification in the appropriate file. The printed copy of the search should contain an address bar and date at the bottom of the printed page.

**Drug Enforcement Agency Registration:**

Indiana Administrative Code (IAC) - 410 IAC 15-1.5-5(a)(4)(D) requires the following:

Sec. 5. (a) The hospital shall have an organized medical staff that operates under bylaws approved by the governing board and is responsible to the governing board for the quality of medical care provided to patients. The medical staff shall be composed of two (2) or more physicians and other practitioners as appointed by the governing board and do the following:

...

(4) Maintain a file for each member of the medical staff that includes, but is not limited to, the following: ...

(E): A copy of the member's current Drug Enforcement Agency registration showing the number, as applicable.

Facilities may use a printout from the online services of the Drug Enforcement Agency (DEA) to verify current DEA registration by going to the following website:

<https://www.deadiversion.usdoj.gov/webforms/validateLogin.jsp>. This website requires a current DEA number, name, and social security number in order to log on and perform a search. You may log on with an individual's data and then perform the verification on the very same person. For facilities that do not have this information available for the person being verified, the facility may:

- Have the registered individual log on and perform the verification on themselves, print the results page and submit it to the designated facility staff member; or
- Subscribe to the DEA database through the U.S. Department of Commerce, National Technical Information Service (NTIS) at: <http://www.ntis.gov/products/dea.aspx>

The facility should print out the search results and maintain the verification in the appropriate file.

**Questions:**

Questions about this program advisory letter may be addressed to Ann Hamel, Program Director, (317) 233-7487, email: [ahamel@isdh.in.gov](mailto:ahamel@isdh.in.gov) or Randy Snyder, Division Director, (317) 233-1286, email: [rsnyder1@isdh.in.gov](mailto:rsnyder1@isdh.in.gov).

Approved by:

/s/

Terry Whitson, Assistant Commissioner  
Health Care Quality and Regulatory Commission  
Indiana State Department of Health