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## Colorado PA Checklist

Assuming you are a new PA or a PA wishing to move to Colorado for jobs, here are some of the things you will need to do, in approximate order of importance:

Once you have applied for a license from the Colorado Medical Board, you will have 180 days to find a physician supervisor and get his/her name to them to be recorded. If you do not send them a form in 180 days your application will be moved to an inactive status and you will have to reapply. You must have complied with all Colorado Medical Board rules (Rule 400) such as having a name tag before you begin your first day of work. Having malpractice insurance BEFORE you start treating patients is required.

- How to get a Colorado PA License:
  - Contact the Colorado Medical Board (CMB)(Address and Phone Number below)
  - Get an application for a Colorado PA license [here](#)
- You can apply for a PA license without having a Supervising Physician, but you can not complete the applicaiton process without one.
- Have your supervising physician sign the supervision agreement form found on the Coloardo Medical Board (CMB) website
- Copy it for your records
- Send this form by certified mail with return receipt to the Colorado Board of Medicine so you know they have received it and you have proof you sent it
- This form is specific for each group/PC/LLP, etc. your work with. If you work for two different groups, you need two different supervising physicians, and two forms on file with the CMB (Rule 400)
- Get a name tag - You are required to wear it during any patient care activities. The name tag must have your name (any form) AND THE FULL WORDS "Physician Assistant" or "Physician Assistant Certified" (your choice depending on your certification level)
- Enroll in Medicare (HCFA Form 855-R)
- Once enrolled in Medicare, you will receive a Medicare number called a PTAN (similar to the old UPIN)
- Get a Provider number if you don't have one (HCFA Form 855-R)
- You will need a provider number for each Group/PC/LLP entity you work with. You



will need this to get reimbursed for any medicare or government insurance programs, or to order tests on these patient populations

- Get a DEA License (optional depending on your practice)
- Get Malpractice Insurance - Info from the AAPA on Insurance issues
- Pre-Employment and contract info from the AAPA.

### **Colorado Licensure**

PAs must be registered with the Board of Medical Examiners to practice in Colorado. PAs must have a supervising physician at the time the application is submitted. Applications and copies of the Rules and Regulations may be obtained by writing:

#### **Colorado Medical Board**

1560 Broadway, Suite 1350  
Denver, CO 80202  
(303) 894-7690  
[www.dora.state.co.us/medical](http://www.dora.state.co.us/medical)

#### **Colorado DEA Registration**

You may not prescribe for controlled substances without a DEA number. Information for DEA registration may be obtained by calling or writing to:

#### **Drug Enforcement Agency**

12154 East Easter Avenue  
Centennial, CO 80112  
(720) 895-4040