



Massachusetts Department of Public Health

Automating the Massachusetts Controlled Substances Registration Process

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Bureau of Health Professions Licensure

Agenda

- Massachusetts Controlled Substances Registration (MCSR) Automation project
 - Goals
 - Scope
 - Timeline

The practitioner community has provided feedback on the nature and pace of MCSR application and renewal processing

Entirely paper process



Slow processing time



To address these concerns, MCSR is going online!

Project Goals

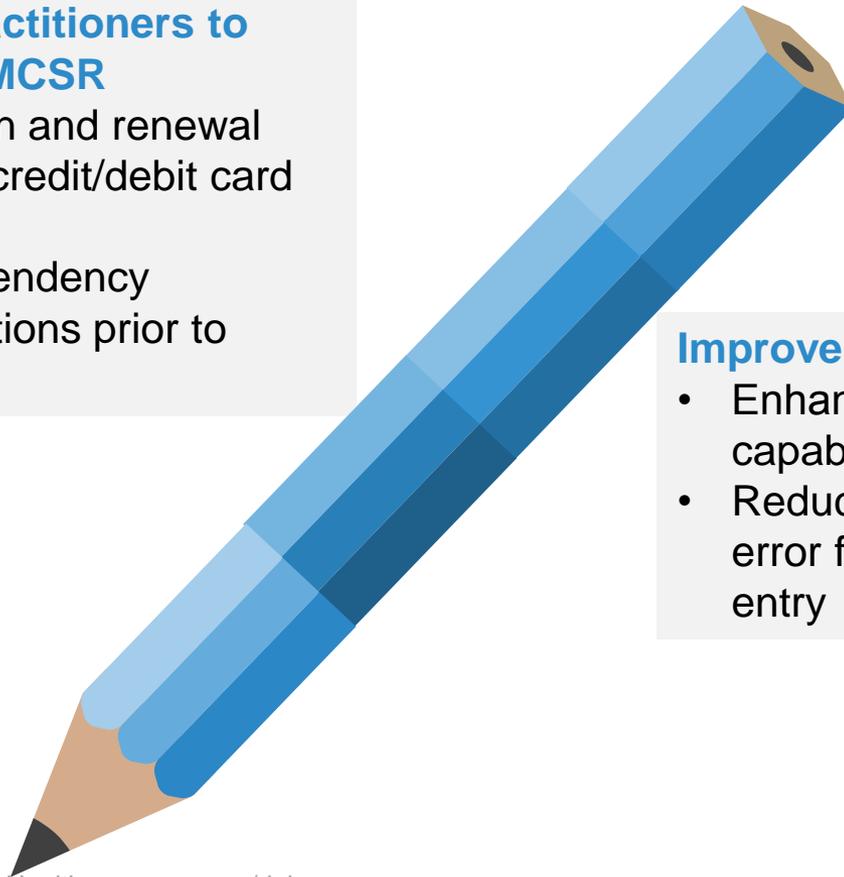
MCSR automation has two overarching project goals

Make it easier for practitioners to apply & renew their MCSR

- Expedite application and renewal process, including credit/debit card payment
- Reduce paper-dependency
- Offer email notifications prior to expiration

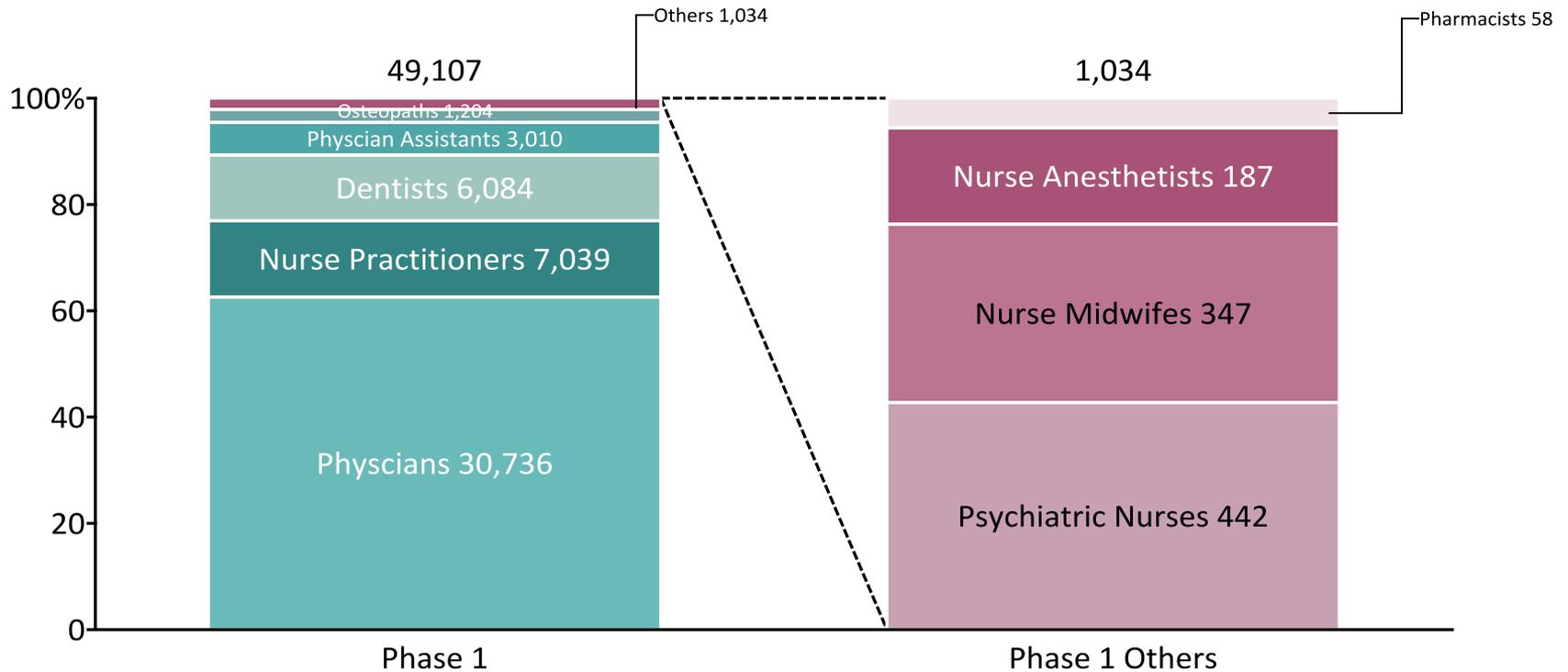
Improve Data Quality

- Enhance DPH's reporting capability
- Reduce administrative error from manual data entry



Phased Rollout

49k Individuals in Phase 1 MCSR Automation



Familiar platforms

MCSR will leverage the eLicensing solution that the BHPL Boards, Nurse Aide Registry (NAR), and Office of Emergency Medical Services (OEMS) already use

(Dentists, APRN, PA, CDTM Pharmacists will access the same eGOV site and use the same log-in information that they use for License application/renewal)

eGOV

Online portal to apply & renew

Check-A-License

Online portal to verify licensure

The Official Website of the Office of Health and Human Services (EOHHS)

Health and Human Services

Mass.Gov Home State Agencies State Online Services 

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Mass Department of Public Health Online Licensing

In order to apply for a license, renew a license, request a duplicate license, or change a license address, you must register with the site. If you have already registered, enter your User ID and Password and press the **Login** button.

This site fully supports **Internet Explorer 6.0** or higher and **Mozilla Firefox 1.5** or higher. Your payment **MAY NOT PROCESS** if you are using **Safari, Google Chrome, or mobile devices such as the iPhone or iPad..** Click [here](#) for more information about supported browsers and links to download them.

User Id
Password

The Official Website of the Office of Health and Human Services (EOHHS)

Health and Human Services

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Welcome to the Massachusetts Health Professions License Verification Site

On this site you can verify the status of an individual or a business license and view any disciplinary action, or download a data file of your search results at no cost.

Select a Profession and enter one or more additional fields below. Searching by license number or last name will produce the most efficient results. Otherwise you may retrieve too large a data set to work with on your screen.

Profession:
License Type:
First Name:
Last Name:
License Number:
License Status:
City:
State:
Zipcode:

[Click here to search for a Business](#)
[Click here for User Manual](#)
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MCSR & BORIM

BHPL is partnering with BORIM to make the transition as seamless as possible

After go-live, doctors will:

- Create an eGOV account to apply or renew an MCSR
- Retrieve the information on file for them by entering their Birth Data and Social Security Number

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Password

Please create an eGOV account! This will allow for agile management of advanced practice providers you supervise. No more paper forms!

What are the benefits?

Faster processing

Entirely online application

Credit/Debit Transaction

Realtime notification of approval

Ability to verify MCSRs online

Agile supervisor/Supervisee management

System Upgrade

In order to transition MCSR to the online system, the MCSR system and eLicensing system will undergo a **system upgrade beginning Friday, December 28, 2018 at 2pm through Monday, January 7, 2019 at 10am.**



System Upgrade Timing

- The eLicensing (MLO/eGOV) and MCSR **systems will be down for a system upgrade** for all users.
 - *During this time, the eLicensing platform will not be available.*
 - This is necessary to allow for the conversion of MCSR data to the new platform.
- The upgrade starts on Friday, December 28 at 2pm through Monday, January 7 at 10am
 - This timeframe was chosen because historically BHPL and MCSR receive a lower than average number of license and registration applications during this period.
 - This is intended to minimize the impact to licensees and registrants as much as possible.
 - MCSR online applications will go live January 7, 2019 at 10am.

System Upgrade Dec 28 – Jan 7

- During the system upgrade period, registrants and licensees **will not be able to apply for or renew online or by paper.**
- The registration and license types impacted include:
 - Massachusetts Controlled Substance Registration (**MCSR**)
 - MCSR types impacted: **Physicians, Dentists, APRN prescribers, physician assistants, and CDTM pharmacists**
 - Bureau of Health Professions Licensure (**BHPL**) Board licenses
 - The BHPL Boards include: Nursing, Pharmacy, Dentistry, Physician Assistants, Genetic Counselors, Perfusionists, Respiratory Care, Naturopathy, Certified Community Health Workers, Nursing Home Administrators
 - Office of Emergency Medical Services License (OEMS)
 - Nurse Aide Registry registration (**NAR**)

No Impact to BORIM or MCSR for Facilities, Podiatrists, Veterinarians, Optometrists, MAP

- Licensing by the Board of Registration in Medicine (**BORIM**) *will not be affected* by the system upgrade.
- **MCSRs for facilities** (clinics, hospitals, ambulances, manufacturers, distributors, analytical labs, etc.), **podiatrists**, **veterinarians**, **optometrists**, and the Medication Administration Program (**MAP**) will also *not be impacted* by the scheduled upgrade, but will be part of a Phase 2 upgrade in 2019.

System Upgrade: Dec 28 – Jan 7

Online Verification Page

Verification ([Check-a-License](#) for BHPL, OEMS, NAR, and [MCSR Verification](#)) will still be available with data updated as of 2pm on December 28, 2018, and will reflect updated information on January 7, 2019 at 10 am.

Information for MCSR Registrants

Physicians, dentists, advanced practice registered nurses, physician assistants, and CDTM pharmacists **due to renew during the system upgrade period are strongly encouraged to send in a paper renewal application before December 28.**

If a renewal application is received before the expiration date, the MCSR will remain valid and will not expire. Please note that applications will be processed after January 7, 2019 if it is received after December 28, 2018.

Initial MCSR Applicants (non-Renewing Individuals)

- We encourage new physician, dentist, advanced practice registered nurse, physician assistant, and CDTM pharmacist MCSR applicants to wait until January 7, 2019 to apply online. However, new applicants are welcome to submit initial paper applications by mail at any time.

Information for MCSR Physician Registrants

Instructions for Physician Applicants Only

Physicians applying or renewing their MCSRs online will need to create an eGOV account before accessing the online application. Physician registrants will enter their date of birth and social security number to create a new account and retrieve any MCSR information on file.

Physicians who supervise advanced practice providers (APRNs, PAs, and CDTM pharmacists) will need an eGOV account to attest, online, that they have written prescriptive guidelines in place with their advanced practice provider(s).

Information for Bureau of Health Professions Licensure (BHPL) Board Licensees

The Boards of Registration at BHPL will:

- Waive license renewal late fees until March 7, 2019 for all licenses and permits due to expire between December 28, 2018 through January 7, 2019.
- Allow early renewals.

Information for Office of Emergency Medical Services (OEMS) Licensees

- **OEMS licenses expire on April 1, 2019.**
- Licensees will not be able to renew during the system upgrade period, but have sufficient time to renew their licenses.
- New applicants, should submit an online application before December 28, 2018 or after January 7, 2019.

Information for Nurse Aide Registry (NAR) Licensees and Facilities

- **We encourage early renewals for Certified Nurse Aides (CNAs).**
- Those facilities who are hiring nurse aides who have tested during the planned system upgrade period should comply with 105 CMR 156.100(B), having ensured nurse aides have completed nurse aide training.
- Those facilities who are hiring or employ nurse aide renewal applicants should verify renewal eligibility through proof of employment and check the IVR phone verification system to ensure no prohibitive special circumstances associated with the individual exist.
- The IVR system ***will not be impacted*** by the system upgrade.

Informational MCSR Webinars

Please join us for informational webinars to learn about the online MCSR system.

To sign up for a webinar visit:

www.mass.gov/lists/mcsr-online-system-information-webinars

Dates Available

- ✓ **December 13, 2018 12pm**
- ✓ **December 18, 2018**
- ✓ **December 20, 2018 11am**
- ✓ **January 3, 2018 12pm**
- ✓ **January 8, 2018 12pm**
- ✓ **January 10, 2018 5pm**
- ✓ **January 15, 2018 12pm**

System Upgrade Outreach Efforts as of 12/5/18

- Updated MCSR and BHPL website with alerts
- Notified MCSR registrants expiring during system upgrade to renew early
- Notified BHPL, OEMS, and NAR licensees expiring during system upgrade to renew early
- Notified stakeholders of the system upgrade through the Boards of Registration, Office of Emergency Medical Services (OEMS), and Nurse Aid Registry (NAR)

If you need help...

BHPL eLicensing Help Desk



Monday through Friday

8:45am - 5pm

617-973-0935

Email



BHPL eLicensing Help Desk:

elicensing.helpdesk@state.ma.us

MCSR program: MCSR@state.ma.us

For questions about the eLicensing system, please email the helpdesk. For MCSR specific questions, please contact the MCSR program.

