

# Add/Edit a 'Prescriber' License Type

This document provides instruction on how to 'Add' or 'Edit' licenses for provider types 60, 64, 74, 77, 78, 80, and 95 who are required to provide 'Prescriber' license information in the '2.2 License Information' screen.

## Overview

In KY MPPA, provider types 60, 64, 74, 77, 78, 80, and 95 must enter 'Prescriber' information in the '2.2 License Information' screen. When the user lands on the '2.2 License Information' screen, the system will not allow these provider types to advance until the user enters the 'Prescriber' license information.

## Add License Information

To add new license information, use the following steps:

1. On the **2.2 License Information** screen select the **Add** button to open the entry fields as shown in **Figure 1**.

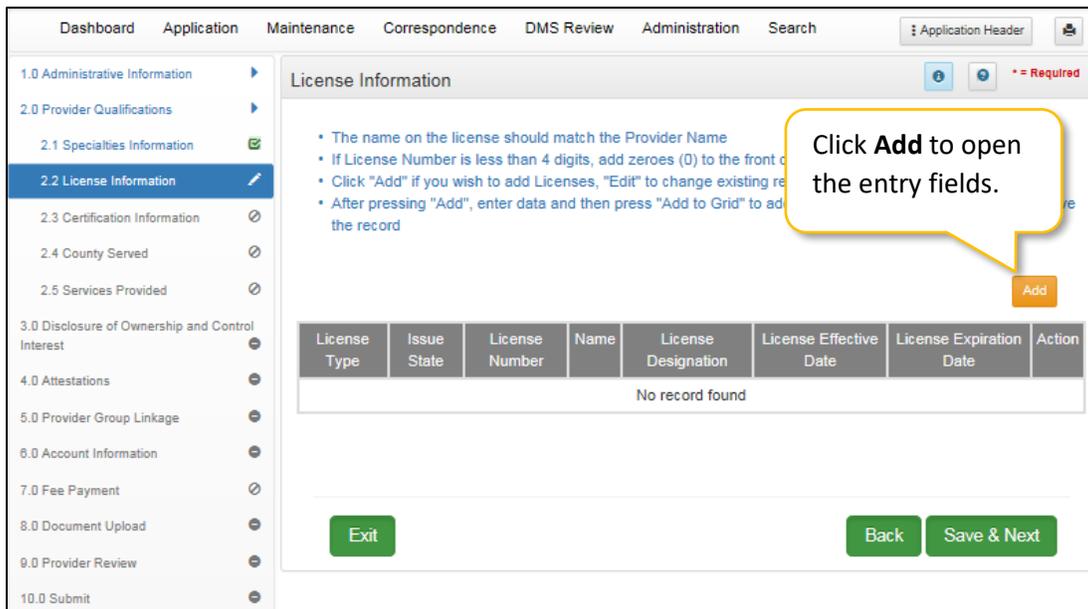


Figure 1: License Information Screen

The screenshot shows a web application interface for adding a license. The top navigation bar includes 'Dashboard', 'Application', 'Maintenance', 'Correspondence', 'DMS Review', 'Administration', and 'Search'. The left sidebar lists various sections, with '2.2 License Information' selected. The main content area is titled 'License Information' and contains instructions: 'The name on the license should match the Provider Name', 'If License Number is less than 4 digits, add zeroes (0) to the front of license number to total 4 digits', 'Click "Add" if you wish to add Licenses, "Edit" to change existing record, "Remove" to delete existing record', and 'After pressing "Add", enter data and then press "Add to Grid" to add a record to the grid, "Discard" to not save the record'. Below the instructions is a table with the following columns: License Type, Issue State, License Number, Name, License Designation, License Effective Date, License Expiration Date, and Action. The table currently displays 'No record found'. Below the table are several required input fields: License Type (dropdown), Issue State (dropdown), License Number (text input), Name on License (text input with 'Optom, Henders' entered), License Designation (dropdown), License Effective Date (date picker), and License Expiration Date (date picker). There is an 'Add To Grid' button below the date fields. At the bottom of the form are 'Exit', 'Back', and 'Save & Next' buttons.

Figure 2: Add License

2. Enter the following information:

- a. **License Type:** Provider's license type. For the provider types listed above, 'Prescriber' must be selected. (See Figure 2)
- b. **Issue State:** State that issued the license.
- c. **License Number:** License Number.
- d. **Name on License:** The Provider's name on the license auto-populates from the 1.1 Basic Information screen and is not editable.
- e. **License Designation:** Choose the license designation from the drop-down, such as Permanent, Temporary, Resident, Faculty, etc.
- f. **License Effective Date:** Date the license becomes effective.
- g. **License Expiration Date:** Date the license is no longer effective.
- h. Click **Add To Grid**.

3. Click **Save & Next** to save the record and advance to the next screen.

Dashboard Application Maintenance Correspondence DMS Review Administration Search Application Header

1.0 Administrative Information  
2.0 Provider Qualifications  
2.1 Specialties Information  
**2.2 License Information**  
2.3 Certification Information  
2.4 County Served  
2.5 Services Provided  
3.0 Disclosure of Ownership and Control Interest  
4.0 Attestations  
5.0 Provider Group Linkage  
6.0 Account Information  
7.0 Fee Payment  
8.0 Document Upload  
9.0 Provider Review  
10.0 Submit

### License Information

- The name on the license should match the Provider Name
- If License Number is less than 4 digits, add zeroes (0) to the front of license number to total 4 digits
- Click "Add" if you wish to add Licenses, "Edit" to change existing record, "Remove" to delete existing record
- After pressing "Add", enter data and then press "Add to Grid" to add a record to the grid, "Discard" to not save the record

Discard

License Type	Issue State	License Number	Name	License Designation	License Effective Date	License Expiration Date	Action
No record found							

\* License Type  
Select One  
Health Board  
Other  
Prescriber

\* Issue State  
Select One

Name on License  
T, SABITA

\* License Designation  
Select One

\* License Effective Date  
MM/DD/YYYY

\* License Expiration Date  
MM/DD/YYYY

Add To Grid

Exit Back Save & Next

**Figure 3: License Type Options**

**Note:** The choices available in the **License Type** drop-down are based on the type of the Provider. (See Figure 3)

- Provider Types 60, 64, 74, 77, 78, 80, and 95 will see **'Prescriber'** as a choice in the drop-down and are required to enter their **Prescriber** license information with **'Prescriber'** selected in the **License Type** field.
- Provider Types 74 and 78 must list their CRNA or APRN license as a **'Prescriber' License Type**. If they also have a separate RN license, they have the option of using the **'Health Board' License Type** to reflect the RN license information, as long as it does not duplicate the **License Number** listed for the **'Prescriber' License Type**.

Figure 4: Edit a License

**Note:** Prescribers whose license is entered with ‘**Health Board**’ selected in the **License Type** field will need to edit and end date the record, then add a new record and select ‘**Prescriber**’ in the **License Type** field. (See Figure 4)

## Edit License Information

To edit license information, use the following steps:

1. Click the **Edit** button to open the edit fields. (See Figure 5)
2. Enter an **End Date** in the **License Expiration Date** field, which will expire the record.
  - a. To make the license active for only one day, change the **Expiration Date** to the same date as the **Issue Date**. (see Figure 5 below)
3. After **end dating** the license record, **Add** a new record, with a new license type, following the process above.
4. Click **Add to Grid**.
5. Click on **Save & Next** to save the record and advance to the next screen.

Dashboard Application Maintenance Correspondence DMS Review Administration Search Application Header

1.0 Administrative Information  
 2.0 Provider Qualifications  
 2.1 Specialties Information  
**2.2 License Information**  
 2.3 Certification Information  
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 2.5 Services Provided  
 3.0 Disclosure of Ownership and Control Interest  
 4.0 Attestations  
 5.0 Provider Group Linkage  
 6.0 Account Information  
 7.0 Fee Payment  
 8.0 Document Upload  
 9.0 Provider Review  
 10.0 Submit

**License Information**

- The name on the license should
- If License Number is less than 4
- Click "Add" if you wish to add Lic
- After pressing "Add", enter data the record

In this image, *click* the **Edit** button and enter a **License Expiration Date** to *end date* the Health Board record and add a new Prescriber record.

License Type	Issue State	License Number	Name	License Designation	License Effective Date	License Expiration Date	Action
Health Board	Kentucky	12345	JOHN R	Permanent	06/26/2003	06/26/2003	 
Prescriber	Kentucky	12345	JOHN, R	Permanent	06/27/2003	02/28/2019	 

Find Previous Next Last (Page 1 of 1) Page: 1

Exit Back Save & Next

**Figure 5: Expiration of ‘Health Board’ Record/Add New ‘Prescriber’ Record**

**Note:** License records cannot be deleted and must be end dated.

**Note:** For Provider Types 74 (CRNA) and 78 (APRN), their license is required to be entered with **‘Prescriber’** in the **License Type** field in order to proceed to the next screen. For Provider Types 74 and 78 who also have an RN license, they have the option of adding the RN license with **‘Health Board’** in the **License Type** field, but it is not required.