

# Wisconsin Department of Safety and Professional Services

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## MEDICAL EXAMINING BOARD

### INFORMATION FOR COMPLETING MEDICINE AND SURGERY FOR INDIVIDUALS WITH A CURRENT UNRESTRICTED MINNESOTA LICENSE APPLICATION

#### **PLAN AHEAD:**

Applicants, recruiters and institutions and others involved in the placement of individuals who seek to be credentialed in the state of Wisconsin should understand that the credentialing process **may take 30 to 60 days or more**, and that credentialing is not guaranteed to any applicant. Some factors that determine the length of time it may take to process an application depends on the length of time the applicant has been in practice, the total number of jurisdictions the applicant has been credentialed in and the length of time it takes for supporting documents to be received in the board office and reviewed.

The application consists of an all-inclusive packet with instructions and information on all applicable requirements. We attempt to process applications in a timely fashion. We cannot issue a credential until all the required documents have been received and reviewed in the board office. It is the Department's legislative mandate to provide consumer protection for Wisconsin residents.

The Bureau and the Board have been prevailed upon to waive requirements to expedite the process, only to discover legitimate grounds to deny a credential. This can present a serious problem for the applicant, recruiter or institutions if the applicant has relocated, purchased property, or made other commitments prior to the issuance of a Wisconsin credential. **We urge you not to make these moves until you know that your credential has been issued.**

Please "plan ahead" as we cannot speed up the credentialing process nor waive supporting documents even in emergency situations.

#### **PLEASE READ BEFORE COMPLETING YOUR APPLICATION:**

Enclosed is an application for a license to practice medicine and surgery in the State of Wisconsin for individuals with a current unrestricted MN license. Attach the required fee made payable to Safety and Professional Services. This application does not apply to individuals who hold a MN Telemedicine license. To qualify for this license you must currently hold an unrestricted State of Minnesota license.

#### **APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:**

Application (Form #2862)	Current copy of an unrestricted Minnesota license.
National Practitioner Data Bank Report	Signed Authorization and Waiver Form (Form #571)
Fee attached to application (Form #2862)	Physician Profile Data Report from the American Medical Association, or American Osteopathic Association
Passage of the Wisconsin Statutes and Rules Examination	Disciplinary Inquiry Report from the Federation of State Medical Boards (Form #1445)
Malpractice Suits or Claims Form (Form #2829) and copies of malpractice suit. Court documents with allegations and settlement, if applicable.	Convictions & Pending Charges Form (if applicable)

#### **Verification of Medical Licenses is Required:**

You are required to submit a current copy of your unrestricted Minnesota license to the Wisconsin Medical Examining Board

**Committed to Equal Opportunity in Employment and Licensing**

# Wisconsin Department of Safety and Professional Services

## **NATIONAL PRACTITIONER DATA BANK:**

All candidates must request the “Practitioner Request for Information Disclosure” (Self Query) from the National Practitioners Data Bank. Self Queries are obtained on the NPDB website: <http://www.npdb-hipdb.com/welcomesq.html> under “Perform a Self Query”. When you have completed the online NPDB form, you will need to print a copy for yourself and mail it directly to NPDB. When NPDB has completed your request, they will send the self query report directly to you. You must first open this report to make sure that the results were not rejected and all information submitted is correct. Forward all parts of this report directly to our office for final review. If you have further questions regarding this report, contact NPDB helpline at 1-800-767-6732.

## **ONLINE OPEN-BOOK EXAMINATION ON THE WISCONSIN STATUTES AND ADMINISTRATIVE CODE.** **(Required for all applicants)**

This online exam can not be taken until you receive an application ID# from the Credentialing Staff. Once your initial application has been processed, your Exam ID # will appear on your application checklist under “Open Book Exam Results”. Your exam results must be manually posted to your online checklist. Please allow at least 15 business days from the date you finish your exam for this posting to be completed.

Read these instructions carefully before beginning the exam. The exam cannot be taken on a Macintosh computer. The passing score is 90%. The codebook from which most of the exam questions are derived can be found on our website. Additional information be found in Forms 2147 and 2450 at the [Physician Applications/Forms](#) page.

### To Log On:

Go to <http://exam.dsps.wi.gov>

Select: “Test Launching ” from the drop-down menu and click “Start”

Select instructor “gsp” from the drop-down menu.

Enter the test name and password (They are sent to you after you have submitted your application.

Click “Login”

Enter your student ID ( your applicant ID number), and your name.

Click “Start Test Session”.

The test is not timed, you may exit and return as often as you like. To exit and return later to the exam, click on the “X” at the upper right corner of the computer screen. Do not click “Done” until you have completed the exam and are ready to submit your exam for scoring.

You can go back and forth to questions and change your answers by clicking the appropriate arrows on each screen. There is only one correct answer for each question.

After you select “Done”, your score is immediately calculated and will automatically be submitted to the Department. Your score will be posted to your online checklist in 15-20 business days. If you have questions about the exam, technical problems and/or click "done" before you are ready to transmit the exam contact [gail.pizarro@wisconsin.gov](mailto:gail.pizarro@wisconsin.gov).

If you fail the exam (score less than 90%) and must retake the exam, download the retake application and submit it along with a \$57.00 retake fee to the Department. You will then be assigned another test.

# Wisconsin Department of Safety and Professional Services

## **ORAL EXAMINATIONS (Not required of all applicants, please see below):**

The oral examination process in the State of Wisconsin was revised effective May 1, 1987. New rules created under MED 1.06 of the Administrative Code read as follows:

### **Panel Review: Oral and written examinations.**

- a) All applicants shall complete a written examination. In addition, an applicant **may** be required to complete an oral examination if the applicant:
1. Has a medical condition which in any way impairs or limits the applicant's ability to practice medicine and surgery with reasonable skill and safety.
  2. Uses chemical substances so as to impair in any way the applicant's ability to practice medicine and surgery with reasonable skill and safety.
  3. Has been disciplined or had licensure denied by a licensing or regulatory authority in Wisconsin or another jurisdiction.
  4. Has been found to have been negligent in the practice of medicine or has been a party in a lawsuit in which it was alleged that the applicant had been negligent in the practice of medicine.
  5. Has been convicted of a crime the circumstances of which substantially relate to the practice of medicine.
  6. Has lost, had reduced or had suspended his or her hospital staff privileges, or has failed to continuously maintain hospital privileges during the applicant's period of licensure following post-graduate training.
  7. Has been graduated from a medical school not approved by the board.
  8. Has been diagnosed as suffering from pedophilia, exhibitionism or voyeurism.
  9. Has within the past 2 years engaged in the illegal use of controlled substances.
  10. Has been subject to adverse formal action during the course of medical education, postgraduate training, hospital practice, or other medical employment.
  11. Has not practiced medicine and surgery for a period of 3 years prior to application, unless the applicant has been graduated from a school of medicine within that period.
- b) An application filed under s. Med 1.02 shall be reviewed by an application review panel of at least 2 board members designated by the chairperson of the board. The panel shall determine whether the applicant is eligible for a regular license without completing an oral examination.

An applicant can also be required to take an oral examination under Med 1.08(2), if the applicant has been examined four or more times before achieving a passing grade.

**If you are selected to appear for an oral examination, an additional examination fee will be required prior to being scheduled for the oral examination.** You will be scheduled to appear before the review panel at one of the regularly scheduled board meetings.

### **OTHER REQUIRED FORMS:**

1. Request physician profile data report from the American Medical Association or the American Osteopathic Association.
2. Request disciplinary inquiry report from Federation of State Medical Boards ( Form #1445).

### **MAILING INSTRUCTIONS:**

Mail the "Application for Licensure to Practice Medicine and Surgery For Individuals With A Current Unrestricted Minnesota License" (Form #2862), the appropriate fee, and documentation to the following address:

#### **MAILING ADDRESS:**

DEPARTMENT OF SAFETY AND  
PROFESSIONAL SERVICES  
MEDICAL EXAMINING BOARD  
P.O. BOX 8935  
MADISON WI 53708-8935

#### **EXPRESS DELIVERY:**

DEPARTMENT OF SAFETY AND  
PROFESSIONAL SERVICES  
MEDICAL EXAMINING BOARD  
1400 E. WASHINGTON AVE  
MADISON WI 53703

# Wisconsin Department of Safety and Professional Services

## CODES FOR SPECIALTIES:

ENTER **ONLY ONE** SPECIALTY CODE ON THE "APPLICATION FOR LICENSE TO PRACTICE MEDICINE AND SURGERY" (FORM #570)

Academic Medicine	37	Otolaryngology	67
Administrative Medicine	71	Otorhinolaryngology - Ent	15
Aerospace Medicine	33	Pain	66
Alcoholism - Chemical Dependency	49	Pathology	16
Allergy - Immunology	01	Pathology - Clinical	17
Anesthesiology	02	Pathology - Surgical Anatomic	72
Aviation Medicine	32	Pediatrics	18
Dermatology	03	Pediatrics - Other	60
Emergency Medicine	31	Perinatology	62
Endocrinology	56	Pharmacology - Clinical	48
Family Practice	41	Physical Medicine and Rehabilitation	19
Gastroenterology	06	Preventive Medicine	09
General Practice	08	Proctology	36
Genetics	61	Psychiatry	20
Geriatrics	29	Psychiatry - Child	21
Hand Surgery	64	Public Health	22
Hebiatrics	46	Radiation - Oncology	70
Hematology	07	Radiology	53
Hyperbaric Medicine	65	Radiology - Diagnostic	43
Immunology - Infectious Diseases	47	Radiology - Nuclear Medicine	68
Institutional Medicine	39	Radiology - Ultrasound	69
Internal Medicine	04	Research	34
Internal Medicine - Cardiology	05	Retired	24
Internal Medicine - Pulmonary Medicine	45	Rheumatology	57
Neonatology	63	School Physician	52
Nephrology	40	Surgery - Cardiovascular	44
Neurology	10	Surgery - Colon and Rectal	54
Neurophysiology	51	Surgery - General	25
Nuclear Medicine	23	Surgery - Maxillofacial	58
Obstetrics and Gynecology	12	Surgery - Neurological	11
Occupational Medicine	30	Surgery - Peripheral Vascular	59
Oncology	38	Surgery - Plastic	26
Ophthalmology	13	Surgery - Thoracic	27
Orthopedic Surgery	14	Urology	28