



IMPORTANT NOTICE

Dear New Licensee,

As you may know, North Carolina law requires the Medical Board to collect and publish on its website certain information regarding its licensees. To ensure the Board has accurate and complete information for you, you will need to go to www.ncmedboard.org to update your profile.

A list of mandatory information appears in the lower portion of this letter. Board rules require that licensees notify the Board of new required information within 60 days. Failure to provide required information for public reporting purposes may constitute unprofessional conduct and could result in disciplinary action, pursuant to NCGS 90-5.2-5.3.

In addition to the required information, the Board provides licensees with the opportunity to post a range of optional information highlighting their skills, training, and unique areas of distinction. The Board believes this optional content may be of value in marketing yourself and your practice and encourages its licensees to make use of these categories. See a list of optional categories below.

To complete your Licensee Information Page:

1. Gather documents and records needed to complete your page before logging in.
2. Go to www.ncmedboard.org
3. From the Home Page, click on "Update my licensee information page." (Located in the Topics of Interest section in the lower right-hand of the page) and then log in at the Licensure Gateway.
4. You can log in to the NCMB Licensee Information system as often as needed to revise your page.

If you have questions, please contact the Board's Licensee Information Coordinator at: li@ncmedboard.org. Be sure to include your full name and File ID# with your question.

Contents of the NCMB's Licensee Information Pages: A Summary

Required Information

- Graduate medical or osteopathic training (residency) programs attended and completion dates
- Board certifications (Only certifications conferred by organizations approved by the American Board of Medical Specialties, Bureau of Osteopathic Specialists of the American Osteopathic Association or the Royal College of Physicians and Surgeons of Canada will be posted)
- Area(s) of practice
- Hospital privileges (within NC)
- Address and telephone number of the primary practice setting
- Medical licenses, active or inactive, granted by another state or country
- Final suspensions or revocations of hospital privileges
- Final disciplinary orders or actions of any regulatory board or agency, including other state medical boards, the U.S. Food and Drug Administration, the U.S. Drug Enforcement Administration, Medicare, or the N.C. Medicaid program
- Felony convictions
- Misdemeanor convictions involving offenses against a person, offenses of moral turpitude, offenses involving the use of drugs or alcohol and violations of public health and safety codes
- Certain malpractice payment information: 1. All judgments or awards regardless of amount and 2. settlements of \$75,000 or more that occurred on or after May 1, 2008. No dollar amounts or information that might identify a patient will be published.
- Medical, osteopathic or physician assistant schools/programs attended and graduation dates. (The Board has this information on file. You will not need to enter new information.)

Optional Information

- Practice Web address
- Days licensee sees patients at the primary practice setting
- Number of years in clinical practice
- Participation in Medicare and Medicaid and whether you are accepting new patients in these insurance programs
- Whether you use electronic medical records in the office setting
- Non-English languages spoken in the office and by the licensee
- Honors and awards
- Professional volunteer service (work in indigent clinics, etc.)
- Current faculty appointments
- Professional publications
- Memberships in professional organizations
- Description of practice philosophy

Additional information about the licensee information pages, including links to related rules and statutes, can be found at: <https://www.ncmedboard.org/resources-information/professional-resources/online-services/individual-services/licensee-info-pages>.