



Fields of Opportunities

STATE OF IOWA

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IOWA BOARD OF MEDICINE
MARK BOWDEN
EXECUTIVE DIRECTOR

Help Expedite Licensure Process

October 28, 2009

The Iowa Board of Medicine strives to provide timely service in the licensure process - new applications and renewals. This year, that goal will be more difficult to attain as we deal with a staffing shortage associated with significant restrictions on state expenditures. These tough economic times will likely continue for the year ahead. Concurrently, the Board is taking on additional work to install a new computer system for online licensure applications and renewals.

What to Expect?

Typically, it takes approximately 60 days to process a new license application. Because of the staffing shortage, the Board is anticipating these processes may be at least 30 days longer. Furthermore, the licensure staff will not be able to return phone calls or e-mails within 24 hours, as in the current practice.

Applicants who have had difficulties or issues in their education, training or career will take longer to review, and may require a review by the Board's Licensure Committee. The Board's meeting schedule for the remainder of 2009 December 16-17 and for 2010 is February 4-5, April 8-9, June 10-11, August 19-20, October 21-22, and December 16-17.

How Can You Help?

- Use the Board's web site, www.medicalboard.iowa.gov, as the first source of information about the process. Check the site for answers to questions before calling or e-mailing the licensure staff.
- Thoroughly review applications to ensure they are accurately completed before mailing to the Board. Incomplete applications and applications with errors will take longer to process.
- Mail the application fee with the application. Applications submitted without the fee are returned to the applicant.
- Request verifications and other required documentation as you begin to complete the application, and have these sent to the Board. Documents received by the Board prior to receipt of the application are maintained for six months.
- Limit e-mail and phone-call inquiries to the licensure staff to once a week. Residency programs and locums agencies that coordinate licensing for residents and physicians should designate one person to contact the Board to request updates.
- Licensure staff contacts:
 - Sylvia Crook, Sylvia.crook@iowa.gov or 515-281-5172
 - Judy Hojati, judy.hojati@iowa.gov or 515-242-3248
 - Amy Van Maanen, amy.vanmaanen@iowa.gov or 515-281-6492

The Board plays a key role in protecting the public's health through licensure, investigation and monitoring of physicians who practice in Iowa. Your help in making effective use of the licensure staff's time is appreciated.