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Thank you.

**STATE OF MARYLAND
DEPARTMENT OF HEALTH AND MENTAL HYGIENE**

**BOARD OF PHYSICIANS
P.O. BOX 37217
BALTIMORE, MD 21297**

410-764-4777 or 800-492-6836
Internet Address: *www.mbp.state.md.us*

**REGISTRATION AND RE-REGISTRATION OF UNLICENSED MEDICAL
PRACTITIONERS (UMPS)**

REGISTRATION INSTRUCTIONS

Chief of Service- Responsibility

The Maryland Annotated Code, Health Occupations §14-302 (1) allows a medical school graduate in an accredited postgraduate clinical training program practice medicine without a license while performing the assigned duties at any office of a licensed physician, hospital, clinic or similar facility. This medical school graduate is otherwise referred to as an unlicensed medical practitioner (UMP).

It is the responsibility of each Chief of Service to verify that the UMP has indeed been registered with the Board. The Chief of Service* of the institution providing the accredited postgraduate clinical training program, or the Chief's designee*, shall register or re-register the UMP with the Board of Physicians (the Board).

An UMP who has been registered by a Maryland hospital Chief of Service for the current contract year and who will be on rotation in another Maryland institution within the said contract year does not have to be registered by the Chief of Service of the second institution.

A Maryland hospital Chief of Service must also register any UMP who has a training program contract with an out-of-state institution, but who is on rotation in a Maryland facility. The Maryland facility must have a written training program agreement with the out-of-state institution **indicating that the rotation is part of the postgraduate training program**. In addition, the training program in the out-of-state institution should be accredited by the Accreditation Council for Graduate Medical Education.

Completing the Registration Form for the Registration and Re-registration of UMPs

1. **Part A** - is completed by the UMP
 - Indicate if this is an **Initial or Re- registration** UMP application
 - **For re-registrations:** an UMP keeps the same UMP number while in training, regardless of the program, program location, or institution affiliation. Therefore, if you have previously been issued an UMP number, provide that "previous UMP number" when completing the re-registration form.

2. **Current Registration Period** - This period refers to either (a) the full contract year or (b) the duration of an official rotation for which an UMP will be registered in order to practice medicine under COMAR 10.32.07.

3. **Character and Fitness questions**- all “yes” answers must be accompanied by additional documentation as specified on the application - see application for details.
4. **Part B** - this part of the Registration or Re-registration form is completed by the *Chief of Service or the *Chief of Service’s designee.

Institutions - Forwarding Registration Forms to the Board of Physicians

1. UMP application should be funneled to the Board through one institutional office to insure that the proper precedures are followed. Send the completed application form along with the required fee of \$100.00 per UMP, by check or money order, payable to the Board of Physicians . The check must state “ UMP registration” and be accompanied by a complete list of every UMP that is covered by the enclosed check or money order.

2. Send all UMP applications, including the registration fee and the list of UMPs to:
Maryland Board of Physicians
P.O. Box 37217
Baltimore, Maryland 21297

DO NOT SEND TO THE PATTERSON AVENUE ADDRESS

3. Application due dates -
 - Initial UMP registrations- the completed application and fee, must be received by the Board no later than 30 days from the contract start date between the accredited training program and the UMP.
 - Re-registration of an UMP - the completed application and fee, must be received by the Board no later than 60 days from the contract start date between the accredited training program and the UMP.

4. **Failure to meet the deadlines may result in a violation of Md. Code Ann., Health Occ. 14 - 404 (a)(3) and 18 and COMAR 10.32.07.04F.**

5. Institutions may duplicate the registration form which is available on the Board website at www.mbp.state.md.us , Download Forms, Physician Forms, “*Registration and Re-registration of UMPs*”.

*The Chief of Service and the Chief’s designee must be physicians currently licensed to practice medicine in Maryland.

