

# Nurse Practitioner Instructions for Mail-In Compliance Reviews

## Purpose of Compliance Reviews

The purpose of compliance reviews is to provide the opportunity for each nurse practitioner to review the Boards' rules and regulations governing their practice and to ensure that they and their supervising physician have the necessary mechanisms in place to meet these requirements.

## INSTRUCTIONS

- These instructions should be used in conjunction with the Nurse Practitioner Mail-In Compliance Review Form included in the materials which were mailed to you. This document provides further guidance on the documentation you are required to submit.
- The Compliance review is limited to the current approval to practice. If you have more than one approval to practice, only the approval indicated in your notification letter will be reviewed.
- Documentation must be submitted in the order listed on the Nurse Practitioner Mail-In Compliance Review Form using the enclosed color sheets as dividers.
- Copies of documentation along with the completed Nurse Practitioner Mail-In Compliance Review Form should be submitted to the Board of Nursing to the attention of the person and at the address indicated in your notification letter. Your documentation must be **received** by the Board of Nursing **within 10 working days** of your receipt of the notification letter. **Faxed submissions will not be accepted.**
- Documentation may also be submitted in electronic format, e.g., via email or on a CD. If documentation is presented in electronic format, it must be organized according to the Nurse Practitioner Mail-In Compliance Review Form using dividers labeled as on the enclosed color sheets. Reviewers retain the discretion to request hard copies.
- The following chart details the documentation that must be submitted to the Board of Nursing as it relates to each of the nurse practitioner rules. Again, use these instructions in conjunction with the Nurse Practitioner Mail-In Compliance Review Form included in the materials mailed to you.

**Please do not indicate “yes” on the form if you lack the required documentation.**

NCBON Rules	Medical Board Rules	Documentation Required
21 NCAC 36.0807	21 NCAC 32M .0107	<ul style="list-style-type: none"> <li>• Submit certificates of CE programs and documentation of other activities as allowed in CE policy, if applicable, for the current approval year and the previous approval year. <b>NOTE: Approval year is birth month to birth month.</b></li> </ul>
21 NCAC 36.0810	21 NCAC 32M .0110	<ul style="list-style-type: none"> <li>• Copy of current CPA signed and dated by NP and primary supervising physician. Annual review indicated by dated signatures of NP and primary supervising physician. Submit copies of previous signed CPAs or signature sheets for each year approved with this physician.</li> <li>• Drugs, devices, medical treatments, tests, procedures may be listed by class, group, category or individually.</li> <li>• QI meetings—copies of written documentation of meetings with required information at specified intervals. QI meetings must be with primary supervising physician. If the primary supervising physician supervises &gt;1 NP, the QI meetings may be conducted in a group format.</li> <li>• Submit QI meeting documentation for last 5 years, if applicable.</li> </ul>