

# 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 legal 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 those approvals to practice for the **last 2 years**, whether active or inactive.
- 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 business days** of your receipt of the notification letter. **Please submit documents by mail, fax, or via email (contact information below).**
- 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 being audited. 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 Nurse Practitioner Mail-In Compliance Review Form if you lack the required documentation.

NCBON Rules	Medical Board Rules	Documentation Required
21 NCAC 36.0803	21 NCAC 32M .0103	<b>National Certification</b> – Submit copy of national certification in the population focus of your graduate education.
21 NCAC 36.0807	21 NCAC 32M .0107	<b>CE Certificates</b> - Submit certificates of CE programs and documentation of other activities as allowed in CE policy, if applicable, for the last 2 years (current approval year included). NP renewal cycles are annual (birth month to birth month). Fifty contact hours for each cycle are required. Please note that for those NPs who prescribe controlled substances, one (1) contact hour of the required fifty (50) must be obtained related to controlled substances.
21 NCAC 36.0810	21 NCAC 32M .0110	<p><b>Current CPA and CPAs for last 2 years, if applicable.</b></p> <ul style="list-style-type: none"> <li>• Signed and dated by NP and primary supervising physician</li> <li>• Describes how NP and primary supervising physician are continuously available to each other</li> <li>• Includes drugs, devices, medical treatments, tests, and procedures (listed by class, group, category or individually) that may be prescribed, ordered, or performed by the NP</li> <li>• Includes a predetermined plan for emergency services</li> </ul> <p><b>QI Meeting Documentation (those completed monthly for the first six months and those completed every six months thereafter (documentation for last 2 years, even if you've changed practice settings or primary supervising physicians))</b></p> <ul style="list-style-type: none"> <li>• Signed and dated by NP and primary supervising physician</li> <li>• Address clinical problem(s) discussed; progress toward improving outcomes and recommendations, if any, for changes to treatment</li> <li>• 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> </ul>

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