Medical Assistant-Certified Expired Reactivation Application Packet

Contents:

Important Social Security Number Information:

If you have a Social Security Number, the law requires you to disclose it on your application for a professional or occupational license. 42 U.S.C. § 666(a)(13); RCW 26.23.150. It will be used under the state's child support enforcement program to locate individuals for purposes of establishing paternity and establishing, modifying, and enforcing support obligations. You are not required to have or obtain a Social Security Number to apply for or obtain a license from the Department of Health. If you do not have a Social Security Number, you are still eligible to apply for and obtain a credential if you meet the requirements. Please see the Declaration of No Social Security Number Form. Please call the Customer Service Center at 360-236-4700 if you have questions.

In order to process your request:

Mail your application with initial documentation and your check or money order payable to:

Department of Health
P.O. Box 1099
Olympia, WA 98507-1099

Send other documents not sent with initial application to:

Medical Assistant Credentialing
P.O. Box 47877
Olympia, WA 98504-7877

Contact us:

360-236-4700

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.

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Application Instructions Checklist

You will be notified in writing if more documentation is needed. We encourage you to use the following checklist to ensure you have submitted the necessary fees and documentation.

- ☐ **Pay** Late Penalty Fee.
- ☐ **Pay** Current Renewal Fee.
- ☐ **Pay** Expired Certification Reissuance Fee. **All fees are non-refundable.** You can check the online **fee page** for current fees.
- ☐ **1. Demographic Information:**
  Social Security Number: You must list your social security number on your application. You are not required to have or obtain a Social Security Number to apply for or obtain a license from the Department of Health. Please see the Declaration of No Social Security Number Form. Please call the Customer Service Center at 360-236-4700 if you do not have one.

  National Provider Identifier Number (NPI): The National Provider Identifier (NPI) is a standard unique identifier for health care professionals available from the Federal Centers for Medicare and Medicaid Services. The NPI is a 10 digit numeric identifier. If you have a NPI number, provide this on your application.

  Legal Name: List your full name: first, middle, and last.

  Definition of legal name: "Legal name" is the name appearing on your official certificate of birth or, if your name has changed since birth, on an official marriage certificate or an order by a court. The court must have the legal authority to change your name. We may ask you to prove your legal name. If you use any name other than your legal name on this form, your application may be denied.

  Birth date: Provide the month, day, and year of your birth.

  Address: List the address we should use to send any information about your credential. Be sure to include the city, state, zip code, county, and country. This will be your permanent address with Department of Health until we have been notified of a change. See **WAC 246-12-310**.

  Phone, Fax and Cell Numbers: Enter your phone, fax and cell numbers, if you have them.

  Email: Enter your email address, if you have one.

  Other Name(s): Indicate whether you are known or have been known under any other names. If you have a name change, you must notify the Department of Health in writing. You must include proof of this change. See **WAC 246-12-300**.
- ☐ **2. Other License, Certification, or Registration:** List **all** credentials you have held since last being credentialed in Washington State. List in date order, most current first. Include your last active credential in Washington State. Attach additional pages if you need more space. A **Credential Verification** form may be sent to each state where you hold or have held a credential. The state will complete its portion of the form and mail it directly to the Department of Health.

☐ **3. Experience:**
List in date order, all your professional work experience and practice since your Washington State credential expired. Attach additional pages if you need more space.

☐ **4. Disciplinary Action Attestation:** Required by **WAC 246-12-040**.

☐ **5. National Certification or Examination:** A person holding an expired medical assistant credential may not practice until the credential is returned to active status.

1. If your medical assistant credential has been expired for three years or more, you shall:

(a) Meet the requirements of **WAC 246-12-020** through **WAC 246-12-051**; and

(b) If you currently practice as a medical assistant in another state or U.S. jurisdiction, please provide verification of your current unrestricted active medical assistant credential which is substantially equivalent to the qualifications for your credential in the state of Washington.

2. If you have been expired for three years or more and are not currently practicing, you shall meet the requirements of **WAC 246-12-020** through **WAC 246-12-051**; and demonstrate competence in one of the following ways:

A medical assistant-certified must successfully pass an examination as identified in **WAC 246-827-0200** within six months prior to reapplying for the credential or currently hold a national medical assistant certification with a national examining organization approved by the Secretary. A medical assistant certification examination approved by the Secretary means an examination that:

- Is offered by a medical assistant program that is accredited by the National Commission for Certifying Agencies (NCCA); and
- Covers the clinical and administrative duties under **RCW.18.360.050(1)**.

National examining organizations approved by the Secretary:

a. Certified Medical Assistant Examination through the American Association of Medical Assistants (AAMA);

b. Registered Medical Assistant Certification Examination through American Medical Technologists (AMT);

c. Clinical Medical Assistant Certification Examination through the National Healthcareer Association (NHA);

d. National Certified Medical Assistant Examination through the National Center for Competency Testing (NCCT); Or,

e. Clinical Medical Assistant Certification Examination through the American Medical Certification Association (AMCA).

Official score must be sent directly from the examining body directly to the Department of Health.

☐ **6. Applicant's Attestation:** Required to be both signed and dated in order to process the application.

Washington State Department of HEALTH

Medical Assistant Credentialing
P.O. Box 1099
Olympia, WA 98507-1099

Date Stamp Here

Revenue: 0252625081

Medical Assistant-Certified Expired Activation Application

Please handwrite clearly in ink. It is the responsibility of the applicant to submit all supporting documentation. Failure to do so may result in a delay in processing your application.

1. Demographic Information

Social Security Number (SSN) (If you do not have a SSN, see instructions)	**National Provider Identifier Number (NPI)** (Enter 10 digit number)	☐ Male ☐ Female ☐ Prefer Not to Answer ☐ X

Name First Middle Last

Birth date (mm/dd/yyyy)

Address

City	State	Zip Code	County

Country

Phone (enter 10 digit #)	Fax (enter 10 digit #)	Cell (enter 10 digit #)

Email address

Mailing address if different from above address of record

City	State	Zip Code	County

Country

Note: The mailing and email addresses you provide will be your addresses of record. It is your responsibility to maintain current contact information on file with the department.

Have you ever been known under any other name(s)? ☐ Yes ☐ No
If yes, list name(s):

Will documents be received in another name? ☐ Yes ☐ No
If yes, list name(s):

2. Other License, Certification, or Registration

State/Jurisdiction	Profession	Credential			Method of Credentialing	Currently In Force	
		Type	Number	Year Issued		No	Yes

3. Experience

Type of experience of practice and location	start (mm/yyyy)	end (mm/yyyy)

4. Criminal and Disciplinary Action Attestation

I certify no action has been taken by any state or federal jurisdiction or hospital, which would prevent or restrict my right to practice my profession.

I further certify I have not voluntarily given up any credential or privilege or have not been restricted in the practice of my profession in lieu of or to avoid formal action.

The department does criminal background checks on all applicants.

Applicant's Initials	Date (mm/dd/yyyy)

5. Examination (Complete this section only if you have been expired within the last six months.)

Have you taken and passed one of the following exams within the last five years? ☐ Yes ☐ No

Do you currently hold a national certification with one of the following organizations? ☐ Yes ☐ No

Please answer Yes or No and select all that apply:

☐ Certified medical assistant examination through American Association of Medical Assistants (AAMA)
Year passed? _____

☐ Registered medical assistant certification examination through American Medical Technologists (AMT)
Year passed? _____

☐ Clinical medical assistant certification examination through the National Healthcareer Association (NHA)
Year passed? _____

☐ National certified medical assistant examination through the National Center for Competency Testing (NCCT)
Year passed? _____

☐ Clinical Medical Assistant Certification Examination through the American Medical Certification Association (AMCA).
Date passed (mm/dd/yyyy)? _____

☐ National Certification Number: _____

Request official scores to be sent directly to the Department of Health.

6. Applicant's Attestation

I, _____, declare under penalty of perjury under the laws of the state of Washington that the following is true and correct:

(Print applicant name clearly)

- I am the person described and identified in this application.
- I have read **RCW 18.130.170** and **RCW 18.130.180** of the Uniform Disciplinary Act.
- I have answered all questions truthfully and completely.
- The documentation provided in support of my application is accurate to the best of my knowledge.
- I have read all laws and rules related to my profession.

I understand the Department of Health may require more information before deciding on my application. The department may independently check conviction records with state or federal databases.

I authorize the release of any files or records the department requires to process this application. This includes information from all hospitals, educational or other organizations, my references, and past and present employers and business and professional associates. It also includes information from federal, state, local, or foreign government agencies.

I understand I must inform the department of any past, current or future criminal charges or convictions. I will also inform the department of any physical or mental conditions that jeopardize my ability to provide quality health care. If requested, I will authorize my health providers to release to the department information on my health, including mental health and any substance abuse treatment.

Dated _____ By: _____
(mm/dd/yyyy) (Original signature of applicant)

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RCW/WAC and Online Website Links

RCW/WAC Links

Uniform Disciplinary Act, RCW 18.130

Administrative Procedure Act, RCW 34.05

Medical Assistant Law, RCW 18.360

Medical Assistant Rules, WAC 246-827

Online

Medical Assistant, Web Page

Get important information about your credential type by subscribing to email alerts.