

APPLICATION FOR *RE-CERTIFICATION* OF MEDICAL DIRECTORS General Instructions

Medical Director Certifications are valid for two (2) years. We will send you a renewal notice 60 days prior to when your certification is about to expire. DO NOT submit your application for re-certification before receiving our notice. We cannot process re-certification applications that are more than 60 days prior to the certification's expiration date.

Instructions for Application Submission

1. Please print or type all answers. Each section must be complete and legible or your application will be deemed incomplete and returned to you or your designee. If additional space is needed to answer a question, attach a separate, supplemental sheet containing the applicant's full name and the question being answered. Keep these additional pages in sequence with corresponding re-certification application pages.
2. Fill out the application, the Criteria Certification and the Authorization. Also provide copies of any required licenses, certifications, etc. An application is not considered complete until the Administration receives all of these documents.
3. Submit a \$100.00 application fee by check or money order only, made payable to the *Maryland Insurance Administration*. Payment must be made in the exact amount and must accompany the application form. Send payment to:

Medical Director/Private Review Agent Oversight Unit
Maryland Insurance Administration
200 St. Paul Place, Suite 2700
Baltimore MD 21202
4. Answer every question; indicate "N/A" or "not applicable" where appropriate.
5. If you officially changed your name, for any reason, you must send us a copy of the legal document supporting the change (i.e. copy of your marriage certificate; divorce papers restoring your maiden name, etc.). **Note that we only need a copy of your name change document once. You do not need to send a copy of the document with every re-certification.**
6. Do not refer to or submit a curriculum vitae in lieu of completing questions 10, 11 and 12.
7. Sign the Criteria Certification and the Authorization and submit each signed document with your application.
8. Save a copy of your completed application for your records to safeguard against loss, and to use as a reference in the event questions arise during the certification process.
9. Email the completed re-certification application, signed Criteria certification and authorization documents, and any documentation to medicaldirectorsubmissions.mia@maryland.gov (the Administration will accept paper re-certification applications but will not accept faxed re-certification applications).
10. If after submitting the re-certification application a change is needed, email the change to medicaldirectorsubmissions.mia@maryland.gov.