

### **GENERAL INFORMATION**

The Volunteers in Medicine Act provides for the issuance of a special license at no fee, nor are there any renewal fees needed. The Board may issue at its discretion and without examination, a special medical license to qualifying physicians for the sole purpose of practicing medicine in Georgia. To apply for a Volunteer in Medicine (VIM) license, you must meet the following requirements:

1. Possess a current license to practice medicine in good standing in any medical-licensing jurisdiction in the United States or
2. Have retired from the full or part-time practice of medicine and, prior to retirement, maintained a license to practice medicine in good standing in any medical-licensing jurisdiction in the United States.

O.C.G.A. § 51-1-19.1 shall govern the liability of physicians practicing under this code section and their employers.

Any physician possessing this license shall not be authorized to perform surgery or any surgical procedure.

Any person who practices medicine without complying with this article or violates any provision of this article shall be guilty of a felony and upon conviction, shall be punished by a fine of not less than \$500 nor more than \$1,000, or by imprisonment from two to five years or both.

Filling false credentials or giving forged evidence of any kind in connection with this application shall be guilty of a felony and upon conviction shall be punished by a fine of not less than \$500.00 nor more than \$1,000 or by imprisonment for two to five years.

Anytime you change volunteer agencies, you must notify the medical board and have your new employer fill out the notarized statement from a volunteer agency. You may not practice until the Board approves the change in employment.

You must provide documentation indicating that you have no disciplinary action taken against your license by any state, and have not let your license in any state expire or become inactive during an investigation by a state medical board into allegations relating to your practice of medicine or during a pending disciplinary action.

You must provide all documentation requested and this documentation must be complete, including all required forms, seals and signatures.

Volunteers In Medicine licenses are valid for two years, expiring on December 31<sup>st</sup> of the odd year.

#### **TEMPORARY VOLUNTEERS IN MEDICINE LICENSES:**

A nonrenewable temporary license to practice for a period of six months will be issued to applicants not in compliance with the Board's CME requirements but otherwise qualified to obtain a VIM license.

### **CONTACT INFORMATION**

If your last name begins with:	Please call:
<b>A, B, C, D, E, F, G, H</b>	<b>404-463-6162</b>
<b>I, J, K, L, M, N, O, P</b>	<b>404-657-6491</b>
<b>Q, R, S, T, U, V, W,</b>	<b>404-656-7067</b>
<b>X, Y, Z</b>	

## CHECKLIST

**FAILURE TO PROVIDE ANY REQUIRED OR REQUESTED DOCUMENTATION MAY RESULT IN A DELAY IN PROCESSING THE APPLICATION.**

### 1. DOCUMENTATION PROVIDED BY APPLICANT: Checklist

- Notarized copy of your medical degree
- Résumé or CV
- Copies of documentation of 40 hours of CME over the last two years as follows:
  - AMA, CATEGORY 1
  - A0A, CATEGORY 1
  - AAFP, PRESCRIBED CREDIT
  - ACOG, COGNATES, CATEGORY 1
  - ACEP, CATEGORY 1

### 2. REQUIRED FORMS: Checklist

- APPLICATION PAGES 1-5** – Complete all required signatures, dates, and if you answer “yes” to any question, provide a detailed explanation of the circumstances surrounding the event.

#### **FOR APPLICANTS WHO ARE NOT U.S. CITIZENS:**

If you are not a U.S. citizen, you must submit documentation that will determine if you have a qualified alien status. **Only those applicants who can provide proof will be granted a license.** The Board participates in the **DHS-USCIS SAVE** (Systematic Alien Verification for Entitlements or "SAVE") program for the purpose of verifying citizenship and immigration status information of non-citizens.

In order to confirm your status with the SAVE program, you need to provide the board with **legible** copies of **one** of the following document(s):

1. Valid (not expired) foreign passport with I-94 or I-551
2. Temporary resident alien card (I-688)
3. Permanent resident alien card (I-551)
4. Employment Authorization Card (I-766) or (I-688A)
5. Employment Authorization Document (I-688B)
6. Refugee Travel Document (I-571)
7. Reentry Permit (I-327)
8. Certificate of Citizenship
9. Naturalization Certificate
10. Machine Readable Immigrant Visa (with Temporary I-551 Language)
11. Temporary I-551 Stamp (on passport of I-94)
12. I-94 (Arrival/Departure Record)
13. I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status)
14. DS2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status)

**Please be sure that copies of any submitted documents are legible.** Use a good quality copier and increase the size of the copy if need be. If the following information is needed, it must be legible: Alien Number; Card Number; Document Expiration Date; SEVIS ID Number. One or all of these numbers or dates may be required when we submit your information to SAVE. If we cannot read what you have submitted, we will be unable to submit your information to the SAVE program, which will delay the consideration of your application.

- Form A – Affidavit of Applicant** – This form must be completed and then notarized by a Notary Public on the date you sign it. Include an original photograph, preferably a passport photo.
- Form B – State Verification Form** – Send this form to all states where you have held a license to practice medicine. This form must be sent directly to the Board from the verifying authority.
- Form C – Verification of Employment** – This form must be completed by the applicant’s employer documenting the applicant’s agreement not to receive compensation for any medical services rendered while practicing with a VIM license. This form must be completed by the agency, institution or facility where you will be doing the volunteer work and must be notarized. This form must be sent directly to the Board from the verifying authority.

**NOTE: WE WILL DISCUSS APPLICATION STATUS WITH THE APPLICANT ONLY.**

Applications are confidential pursuant to State law. Therefore, application status updates must be obtained from the applicant. Please inform all hospitals, employers, recruiters, referral companies, family members, or insurance companies that application status updates must be obtained from you.

**BRIEF OVERVIEW**

Please read all application materials and instructions carefully. It takes approximately eight to twelve weeks to obtain a Volunteer in Medicine (VIM) license in Georgia.

It is recommended that applicants wait until 15 days, or until receipt of a deficiency letter, to contact the staff by phone regarding the status. This time frame allows for outside source documents to be received and matched to the file. It is imperative for applicants to understand that the review process is guided by the requirements set forth in State law, which does not provide for any waivers to be granted by staff.