



# GEORGIA COMPOSITE MEDICAL BOARD

LICENSE | REGULATE | EDUCATE

## How to Find The Physician Assistant Job Description:

*IF YOU ARE A LICENSED PHYSICIAN ASSISTANT -*

1. Log in or register to our new system here:

[www.gateway.medicalboard.georgia.gov](http://www.gateway.medicalboard.georgia.gov)

(Your old login will not work in our new system. If you are unable to log in, you most likely need to create an account in our new system.)

2. Once you've logged in, click on your license.

3. Click on the button, "Print Job Description."

4. Here you can view the Physician Assistant Job Description.

**BASIC JOB DESCRIPTION PHYSICIAN ASSISTANT  
PRIMARY CARE**

This agreement shall not be required to contain every activity the Physician deems the Physician Assistant qualified to perform but shall confine the activities of the Physician Assistant to those in the scope of practice of the Primary Supervising Physician as defined in O.C.G.A. 43-34-102(4).

1. A Physician Assistant is not required to be in the presence of the Primary or Alternate Supervising Physician to provide medical services, however, the Supervising Physician shall be available for immediate direct communication by telephone or other telecommunication. (For surgery requiring general or neuro- axial and/or major regional block, the supervising physician must be present in the operating facility.)
2. Supervision means overseeing the activities of, and accepting the responsibility for, the medical services rendered by a Physician Assistant.
3. The Physician and the Physician Assistant are expected to understand and comply with all current laws, rules and regulations which govern the practice of Physician Assistants in the State of Georgia and will be acknowledging this by affixing their signature on this Job Description.

5. Scroll down to view the Primary Supervising Physician's signature.

If this field is blank, the Primary Physician has not yet signed the Job Description.

When the Physician Assistant lists a Primary Physician on their account, the Primary Physician receives an automated email from [noreply@gcmb.ga.gov](mailto:noreply@gcmb.ga.gov) prompting them to sign the Job Description. Once the Job Description is signed, the Primary Physician's signature will automatically populate on the PDF.

**PLEASE HAVE ALL SUPERVISORS SIGN BEFORE YOU PAY.**

**THIS IS TO CERTIFY THAT THE UNDERSIGNED HAS RECEIVED, READ AND ARE FAMILIAR WITH THE MEDICAL PRACTICE ACT RULES AND REGULATIONS PERTAINING THERETO. IT IS FURTHER UNDERSTOOD THAT SUPERVISION MEANS OVER SEEING THE ACTIVITIES OF AND ACCEPTING THE RESPONSIBILITY FOR THE MEDICAL SERVICES RENDERED BY A PHYSICIAN ASSISTANT.**

Physician Assistant Name

License #

Physician Assistant Signature

Date

Supervising Physician Name

License #

Supervising Physician Signature

Date

6. Continue scrolling to view the Alternate Supervising Physician's signature. If this field is blank, the Alternate Supervising Physician has not yet signed the Job Description.

When the Physician Assistant lists an Alternate Supervising Physician on their account, the Alternate Supervising Physician receives an automated email from noreply@gcmb.ga.gov prompting them to sign the Job Description. Once the Job Description is signed, the Alternate Supervising Physician's signature will automatically populate on the PDF. **PLEASE HAVE ALL SUPERVISORS SIGN BEFORE YOU PAY.**

<b><u>ALTERNATE SUPERVISING PHYSICIAN(S)</u></b>		
Alternate Supervising Physician is a physician, on record with the board, whom the above named Primary Supervising Physician has delegated the responsibility of supervising the above-named Physician Assistant and who agrees to supervise the Physician Assistant for the Primary Supervising Physician. O.C.G.A. 43-34-102(2)		
The following physicians are designated as alternate supervising physicians for the Physician Assistant listed above. <b>EACH LINE FOR ALTERNATE PHYSICIANS MUST BE COMPLETED. DO NOT SUBMIT SEPARATE FORMS FOR EACH ALTERNATE PHYSICIAN.</b>		
PA Name:	PA License#:	
Supervising Physician Name:	Physician License #:	
SIGNATURE	PRINTED NAME	DATE

7. Once ALL Supervising Physician's have signed the Job Description and the Job Description has been paid, the Job Description will be automatically approved. If you have questions or concerns, please contact us via Next Request here:<https://gcmb.nextrequest.com/requests/new>.

**Notice of Public View Access:**

Please pardon our progress. Public access to view Job Descriptions through the public-facing portal is currently under development. In the meantime, to obtain a Job Description, please contact the licensed Physician Assistant, who can follow the steps outlined above.

# PA Job Description Update: Live Data & Signature Visibility

The Georgia Composite Medical Board implemented an update linking the Physician Assistant (PA) Basic Job Description PDF directly to live data within the licensing system.

## What this means for you:

- The Job Description will not appear on license verification until both the PA and the Primary Supervising Physician have signed and attested.
- Alternate Supervising Physicians will continue to be listed on the Job Description; however, their signatures will not display until their individual attestation is complete.
- Because the PDF pulls from live data, once a Supervising Physician signs and attests, their signature will automatically appear in real time, no resubmission required.

## Upcoming system enhancements:

- A PA Gateway feature is in development that will allow PAs to see which Supervising Physicians have completed attestation and which are still pending. This functionality is already live for APRN protocols.
- A system-wide alert is also in development for Physicians, PAs/AAs, and APRNs, prompting licensees to review their active collaborations on file. If confirmed as active, the licensee will be required to sign and attest.

These updates will help ensure accurate, up-to-date collaboration records and resolve historical Job Descriptions that are currently missing required signatures.

Thank you,



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