

Written Agreement Termination Initiated by Physician  
Assistant

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**Bureau of Professional and Occupational Affairs**

**State Boards of Medicine and Osteopathic  
Medicine**

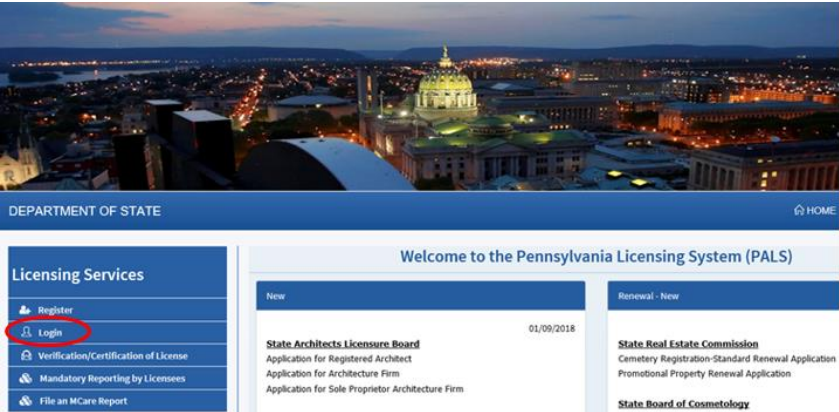
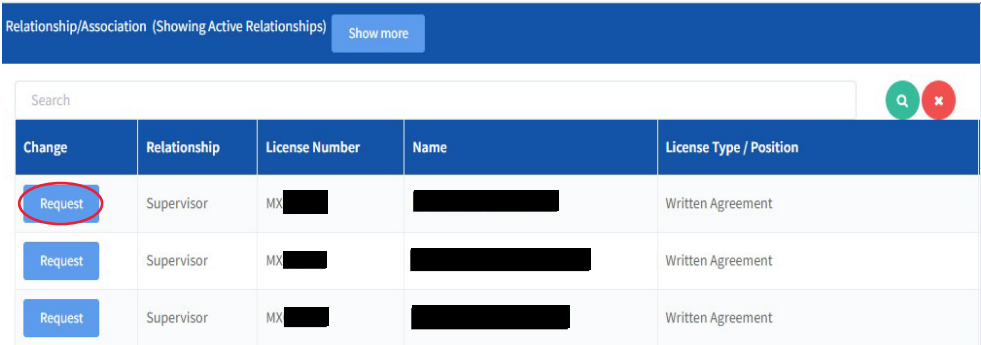
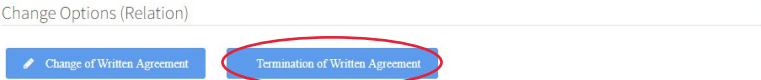
**Job Aid for Written Agreement Termination  
Initiated By Physician Assistant**

Version 1.1


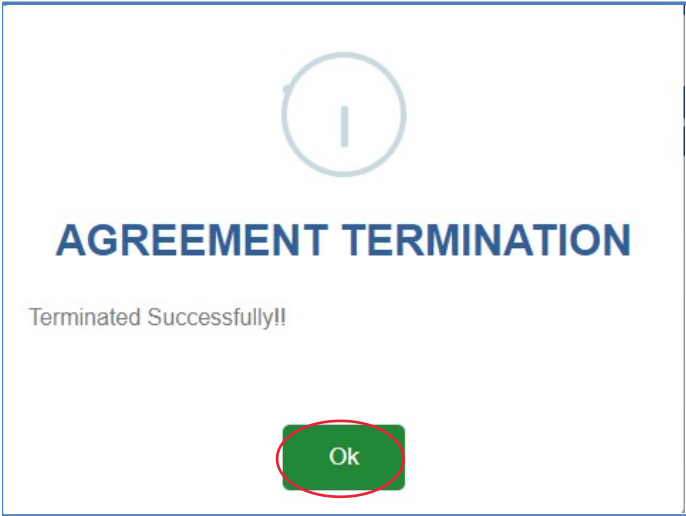
07-2024

# Written Agreement Termination Initiated by Physician Assistant

These steps can be followed for Written Agreement Terminations initiated by Physician Assistants

Step No	Action																				
1.	<p>Go to <a href="https://www.pals.pa.gov">https://www.pals.pa.gov</a></p> <p>Select <b>Login</b></p> 																				
2.	<p>The Physician Assistant will need to log into PALS by entering their User ID and Password and clicking LOGIN.</p> <ol style="list-style-type: none"> <li>The <b>Dashboard</b> screen will be displayed.</li> <li>In the <b>Relationship/Association</b> section, locate the desired "<b>Written Agreement</b>" number you wish to terminate.</li> <li>Click on the <b>[Request]</b> button.</li> </ol>  <table border="1" data-bbox="305 1356 1279 1698"> <thead> <tr> <th>Change</th> <th>Relationship</th> <th>License Number</th> <th>Name</th> <th>License Type / Position</th> </tr> </thead> <tbody> <tr> <td><b>Request</b></td> <td>Supervisor</td> <td>MX [REDACTED]</td> <td>[REDACTED]</td> <td>Written Agreement</td> </tr> <tr> <td>Request</td> <td>Supervisor</td> <td>MX [REDACTED]</td> <td>[REDACTED]</td> <td>Written Agreement</td> </tr> <tr> <td>Request</td> <td>Supervisor</td> <td>MX [REDACTED]</td> <td>[REDACTED]</td> <td>Written Agreement</td> </tr> </tbody> </table> <ol style="list-style-type: none"> <li>On the Change Options (Relation) pop-up, select Termination of Written Agreement.</li> </ol> 	Change	Relationship	License Number	Name	License Type / Position	<b>Request</b>	Supervisor	MX [REDACTED]	[REDACTED]	Written Agreement	Request	Supervisor	MX [REDACTED]	[REDACTED]	Written Agreement	Request	Supervisor	MX [REDACTED]	[REDACTED]	Written Agreement
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# Written Agreement Termination Initiated by Physician Assistant

3.	<p>The Written Agreement termination confirmation will be populated, prompting the Physician Assistant to click ok.</p> <div data-bbox="456 291 1151 947"><p>The screenshot shows a dialog box with a light blue border. At the top center is a circular icon containing a vertical bar. Below the icon, the text "AGREEMENT TERMINATION" is displayed in bold blue font. The main text asks, "Are you sure you want to terminate MX [redacted] with MA [redacted] - [redacted]?" Below this, it states, "The termination of written agreement MX [redacted] will be effective today and you will no longer be able to practice under this written agreement." At the bottom, there are two buttons: a grey "Cancel" button and a green "Ok" button. The "Ok" button is circled in red.</p></div>
4.	<p>After clicking on "Ok", the Physician Assistant will be prompted with the successful termination of the agreement.</p> <div data-bbox="493 1182 1174 1694"><p>The screenshot shows a dialog box with a light blue border. At the top center is a circular icon containing a vertical bar. Below the icon, the text "AGREEMENT TERMINATION" is displayed in bold blue font. Below that, it says "Terminated Successfully!!". At the bottom center, there is a green "Ok" button, which is circled in red.</p></div>
5.	<p>An email will then be sent, confirming the relationship has been terminated to both the supervising physician and physician assistant.</p>