

Georgia Board of Health Care Workforce

Terri D. McFadden, MD
BOARD CHAIRPERSON



LaSharn Hughes, MBA
EXECUTIVE DIRECTOR

2 Peachtree Street NW, 6th Floor • Atlanta, GA 30303
Main (404) 232-7972 • healthcareworkforce.georgia.gov • gbhcw@dch.ga.gov

Dear Applicant:

Enclosed are application materials for the **Physicians for Rural Areas Assistance Loan Repayment Program (PRAA)**. The attached **Applicant Information Bulletin** gives a description of the program.

The purpose of this program is to grant service cancelable loans, of up to \$25,000, to physicians to repay outstanding medical education debt in return for medical practice in underserved rural areas in Georgia. Contracts are awarded for one year and are renewable for a maximum of four years.

The Board will consider data published in its most recent Physician Profile in determining the relative need for physicians in specific rural areas. The Board will then establish a ranking of locations in the applicant pool. Selection priority will be given to those applicants who are physicians specializing in and actively practicing specialties as approved by the Board at their Annual meeting. The board will consider the following criteria, in rank order: **Health Outcomes, Debt, Total Compensation, Specialty, Practice Type, Live in County of Practice, Other Loan Repayment, County Rank, and Previous Awards.**

Complete the attached PRAA application and return it with attachments postmarked by **December 1st**. All application materials, including completed Lender Disclosure Forms, must be received by this date. Applications will be presented to the Georgia Board of Health Care Workforce at the next meeting after the application deadline. All applicants will be notified of award status within 10 days of the meeting.

Please contact **Ms. Yvette Speight** at vspeight@dch.ga.gov if you have questions.

Sincerely,

LaSharn Hughes, MBA
Executive Director

Enclosures



GEORGIA BOARD OF HEALTH CARE WORKFORCE

Physicians for Rural Area Assistance

Loan Repayment Program

PURPOSE OF THE PROGRAM

The purpose of the Physicians for Rural Areas Assistance Program is to increase access to high quality medical care for medically underserved, rural communities in Georgia.

PROGRAM REQUIREMENTS AND CONTRACTUAL OBLIGATIONS

The Physicians for Rural Areas Assistance Program pays medical education student loan debt for physicians who agree to practice medicine full time in a rural community in Georgia. The program provides up to \$25,000 a year in student loan repayment in return for a 12-month commitment to practice in a rural community. Recipients may receive a maximum of four loans for a total student loan repayment of \$100,000.

The Physicians for Rural Areas Assistance Contract requires a commitment to practice medicine for a minimum of 40 clinical hours per week in a Georgia County with a population of **50,000 or less people** according to the 2010 Census Count of the United States Bureau of the Census. The practice time requirement can be split between two or more counties, provided that none of the practice location counties exceeds the **50,000** population limit.

The physician may own the practice or the physician may be employed by a hospital, group medical practice, community health center, or other health care organization. There is no requirement that the practice be a not-for-profit organization. However, the physician must participate in the Medicaid program, must agree to accept new patients insured by Medicaid, and actively treat Medicaid patients.

Funding is based upon the amount of funds appropriated to the Georgia Board for Health Care Workforce by the Georgia General Assembly. Maximum funding for contracts will be up to \$25,000 each. Funds are disbursed in a lump sum directly to the recipient's lenders.

The Board will consider data published in its most recent Physician Profile in determining the relative need for physicians in specific rural areas. The Board will then establish a ranking of locations in the applicant pool. Selection priority will be given to those applicants who are physicians specializing in and actively practicing specialties as approved by the Board at their Annual meeting. The board will consider the following criteria, in rank order: **Health Outcomes, Debt, Total Compensation, Specialty***, **Practice Type, Live in County of Practice, Other Loan Repayment, County Rank, and Previous Awards.**

*The board approved the following Primary Care/Core Specialties to be ranked highest: Family Medicine, Internal Medicine, Pediatrics, OB/GYN, Emergency Medicine, General Surgery and Psychiatry. All other specialties will be considered, but will be ranked lower than those listed.

All recipients are required to sign a contract with the Georgia Board for Health Care Workforce agreeing to the terms and conditions upon which awards are granted. This contract establishes the amount of the award, the location of service repayment, the contract date (also the beginning and end date of service), as well as the terms and conditions of program participation, obligated service, and the conditions of default and cash repayment.

ELIGIBLE STUDENT LOANS

Student loans incurred for tuition, fees, and other expenses associated with completion of your medical degree are eligible for payment under the Physicians for Rural Areas Assistance Program.

Student loan debt incurred to complete other academic degrees is not eligible for payment under the Physicians for Rural Areas Assistance Program.

APPLICATION REQUIREMENTS

Eligible Applicants must:

- Be a citizen or national of the United States;
- Have satisfied all requirements for unrestricted medical licensure by the Georgia Composite Medical Board;
- Be a graduate of an accredited graduate medical education program located in the United States which has received accreditation or provisional accreditation by the Accreditation Council for Graduate Medical Education or the American Osteopathic Association;
- Hold a Medicaid Provider Number in Georgia and actively treat Medicaid Patients;
- Be in good standing with regard to meeting the contractual requirements of all existing student loans. Applications will not be considered if the applicant has had a previous loan default even if the lender now considers the defaulted loan in good standing;
- Submit an application and all required materials to participate in the Physicians for Rural Areas Assistance Program no later than December 1st. (Submitting an application does not guarantee selection);
- Disclose all outstanding **medical** education loan debt; If loans have been consolidated, submit documentation showing dates of original loan disbursement;
- Submit executed copy of employment contract. If self-employed in private practice, applicant must submit a copy of any hospital agreements/contracts;
- Contractually agree to practice full-time (minimum of 40 clinical hours per week);
- Submit a copy of most recent Federal Income Tax return and W-2s showing total compensation;
- Complete and notarize Affidavit of Lawful Presence in the United States (form provided) and submit a copy of an approved secure and verifiable document (from provided document list); and
- Have completely satisfied any other obligation for health professional service owed under any agreement with the Federal Government, State Government, or other entity prior to beginning service under this program

NOTE: Applicants who are recipients of the GBHCW (formerly Georgia Board for Physician Workforce or the State Medical Education Board) Scholarship Program must extend their period of service obligation by the period of service obligation required by the Physicians for Rural Areas Assistance Program.

APPLICATION PROCESS

Completed applications must be received no later than **December 1st** for consideration during the fiscal year. Applications will not be considered complete unless **ALL** application materials, including completed Lender Disclosure Forms, are received by this date.

All information requested in the Application must be complete prior to Board consideration.

Further information is available by contacting the Board office. The Board may request that the candidate make a personal appearance before the Board, although this is not typically the case.

A Notice of Award letter and Acceptance of Award form will be mailed to those applicants approved by the Board. Upon receipt of the Acceptance of the Award form, the Board will issue a Physicians for Rural Areas Assistance Program contract. Payment of the Award is made once the contract is fully executed.

Recipients may reapply for additional one-year terms for a maximum of four years or up to \$100,000. Each recipient is required to complete and submit an annual status report to the Board.

CONTRACT DEFAULT

The penalty for defaulting on the PRAA contract is double the principal award amount received. Contracts can be defaulted for:

- Failure to begin or complete the full twelve-month service commitment in the location named in the contract;
- Failure to meet the 40 clinical hours per week full-time practice commitment (as defined in Chapter 195-12 of the GBHCW Rules and Regulations); or
- Failure to provide Board staff with access to records and other information necessary to document compliance with contract terms.

The cost of attorney fees and other expenses associated with collection are assessed in addition to the default penalty.

FURTHER INFORMATION AND ASSISTANCE

Please contact the Board if you have questions or need additional information.

Georgia Board of Health Care Workforce

2 Peachtree Street, NW, 6th Floor

Atlanta, Georgia 30303

404-232-7972-Office / 404-656-2596-Fax

GBHCW@dch.ga.gov

www.healthcareworkforce.georgia.gov

Ms. Yvette Speight | GBHCW Contracts Administrator | yspeight@dch.ga.gov

**Physicians for Rural Areas Assistance Program Application
Cover Sheet**

Please place this cover sheet on top of your application when it is returned. Please initial by each item signifying that it is enclosed. All materials must be returned under this cover sheet in one packet and postmarked by December 1st. Incomplete applications will not be considered.

Applicant's Name _____

Materials Enclosed With This Packet:

- _____ PRAA Application (pages 6-9), with proper notary signature
- _____ Authorization and Release Form (page 11), with proper notary signature
- _____ O.C.G.A. 50-36-1(e)(2) Affidavit (page 12), with proper notary signature
- _____ Copy of at least one secure and verifiable document (list provided on pages 13-14)
- _____ Copy of ALL contracts between applicant and employer (s)
- _____ Copy of most recent Federal Tax Return **AND** W-2's showing compensation*

Materials Mailed Directly Lender (Do Not Mail Original Lender Disclosure to GBHCW):

_____ Lender Disclosure form(s) (page 10) sent to Lender(s) Date sent to Lenders: _____

By signing below, I am verifying that all documents listed above are enclosed and complete. I understand that it is my responsibility to ensure my lenders return the disclosure forms directly to the GBHCW in the proper time frame. I understand that any disclosures not postmarked by **December 1st** may not be considered.

Applicant Signature _____ Date _____

Print Applicant Name _____

Mail your completed application to:

Physicians for Rural Areas Assistance Program
c/o Georgia Board of Health Care Workforce
2 Peachtree Street, NW, 6th Floor
Atlanta, Georgia 30303-3141



Georgia Board of Health Care Workforce
Physicians for Rural Areas Assistance
Loan Program Application

Please type or print CLEARLY in black or blue ink.

I. Personal Data

Full Legal Name: _____

Address: _____

Must provide street address. No P.O. Boxes

City: _____ County: _____

State: _____ Zip Code: _____ Date of Birth: _____

Primary Phone: _____ Secondary Phone: _____

SSN: _____ Email: _____

II. Specialty Practicing (Circle One)

Family Medicine Pediatrics Internal Medicine

Obstetrics/Gynecology Emergency Medicine General Surgery

Psychiatry Other: _____

Do you work as a Hospitalist or Emergency Room Doctor? (Circle One) Yes No

III. Medical Education

Medical School: _____ Graduation Date: _____

City: _____ State: _____ Degree: M.D. D.O.

Residency Hospital: _____ Specialty: _____

City: _____ State: _____ Graduation Date: _____

Board Certified: (Circle One) Yes No Board Eligible: (Circle One) Yes No

Georgia Medical License Number: _____

Medicaid Provider Number(s): _____

IV. Practice Information

Applicant agrees to provide full-time, primary care in _____ for one year at:
Medical Specialty

Practice Site Name: _____

Address: _____

City: _____ County: _____ Zip Code: _____

Website: _____

Type of Practice: (Circle One) Solo [no income guarantee] Solo [contracted income guarantee]
Hospital Group Other (Please Specify) _____

Number of clinical hours per week at this location: _____

Beginning date of practice: _____ Total Annual Compensation: \$ _____

Are you receiving loan repayment through this employer? (Circle One) Yes No

If yes, how much and what are the terms? _____

Additional Practice Site Information (if applicable):

Practice Site Name: _____

Address: _____

City: _____ County: _____ Zip Code: _____

Website: _____

Type of Practice: (Circle One) Solo [no income guarantee] Solo [contracted income guarantee]
Hospital Group Other (Please Specify) _____

Number of clinical hours per week at this location: _____

Beginning date of practice: _____ Total Annual Compensation: \$ _____

Are you receiving loan repayment through this employer? (Circle One) Yes No

If yes, how much and what are the terms? _____

***Include a copy of ALL contracts between yourself and your practice/employer(s)
If you are self employed, please provide other contracts indicating ownership**

V. Medical Education Debt

Estimate of total outstanding **MEDICAL** education debt from all loan holders: \$ _____

Request a submission of the attached *Lender Disclosure Form* from **each** loan holder. Attach a current statement for each loan listed. Loan statements must contain applicant's name, account number, the principal, and pay off balance. *If loans have been consolidated, submit documentation showing dates of original loan disbursement;

1. Loan Holder: _____

Loan Holder Address: _____

City: _____ State: _____ Zip Code: _____

Account Number: _____ Loan Balance: \$ _____

2. Loan Holder: _____

Loan Holder Address: _____

City: _____ State: _____ Zip Code: _____

Account Number: _____ Loan Balance: \$ _____

3. Loan Holder: _____

Loan Holder Address: _____

City: _____ State: _____ Zip Code: _____

Account Number: _____ Loan Balance: \$ _____

4. Loan Holder: _____

Loan Holder Address: _____

City: _____ State: _____ Zip Code: _____

Account Number: _____ Loan Balance: \$ _____

VI. Certification

I certify that the information given in this application is accurate and complete to the best of my knowledge and belief. I hereby consent fully to verification of any and all information included in this application. I understand that any willfully false representation of information is sufficient cause for rejection of this application. I have fully disclosed all outstanding loan debt and am not currently in default of any service or loan obligation.

Applicant's Signature (Full Legal Name)

Date

Official Notary:

I HEREBY CERTIFY that on this day, personally appeared in front of me, an officer duly authorized to administer oath and take acknowledgements, _____ (applicant's name), to me known to be the person described herein and who executed the forgoing instrument, and he/she acknowledges before me that he/she executed the same freely and voluntarily for the purpose therein expressed.

WITNESS my hand and official seal at the City of _____,
County of _____ and State of _____,
this _____ day of _____, 20_____.

Notary Public (Full Legal Signature)

Affix Seal

My Commission expires: _____

Physicians for Rural Areas Assistance Program
Outstanding Medical Education Loan Debt Information

-----LENDER DISCLOSURE-----

Applicant: This form must be sent to each lending institution or agency for which you are seeking loan repayment. **Please complete the red areas prior to sending to the lender.** The lending institution must forward the completed form to our office **no later than December 1st.**

Lender: If the named individual's application is approved, the information requested below will be used to arrange third party pre-payment of a portion or all of the applicant's debt.

Applicant's Name as it Appears on Loan: _____

Original Lending Institution, Federal or State Program, Please Provide:

Full Name of Institution or Program	Contact Person	Telephone Number
<hr/>		
Street Address	City	State
		Zip
_____	\$ _____	_____
Loan ID Number	Original Loan Amount	Date of Original Loan
_____	\$ _____	_____
Grace Period/Forbearance Dates	Current Balance	Date of Balance
_____ %	_____	_____
Interest Rate	Simple or Compound	

If interest rate is variable, explain terms: _____

Purpose of loan as indicated on original loan application: _____

Certification by Applicant Borrower:

I hereby authorize the government or financial Institution named above to release this information to the Georgia Board of Health Care Workforce for the purpose of repayment of outstanding medical education debt through the Physicians for Rural Areas Assistance Program.

I also certify the accuracy of the enclosed information and apply to enter into an agreement with the GEORGIA BOARD OF HEALTH CARE WORKFORCE - PRAA for all or the appropriate portion of the education loan listed above, incurred solely for the cost of Dental education, including reasonable living expense at a school of dentistry.

Full Legal Signature: _____ **Date:** _____

Certification by Authorized Agency of Lending Institution:

The undersigned states that, to the best of his or her knowledge, the loan identified above is a bona fide, legally enforceable, commercial, state or government educational loan, made for the purpose of meeting the borrower's costs of attaining the degree of Doctor of Medicine (M.D.) or Doctor of Osteopathic Medicine (D.O.).

Print/Type Name of Authorized Agent	Title
_____	_____

Official Signature: _____

Lender Organization's Federal Employer Identification Number: _____

Return to: Georgia Board of Health Care Workforce, 2 Peachtree Street, NW, 6th Floor, Atlanta, GA 30303-3141

**GEORGIA BOARD OF HEALTH CARE WORKFORCE
AUTHORIZATION and RELEASE FORM
for the Physicians for Rural Areas Assistance Program**

FULL LEGAL NAME OF APPLICANT: _____

TO WHOM IT MAY CONCERN:

I, _____, have filed an application with the Georgia Board of Health Care Workforce
Applicant's Full Legal Name

Physicians for Rural Areas Assistance grant to repay the cost of my tuition and other expenses while obtaining my Medical education and training. I recognize that it is the responsibility of the members of said Board to determine that only those qualified persons who have entered into a contract with an eligible practice entity, submitted all required application forms and documentation and disclosed all Medical education debts and obligations, are eligible for loan repayment. To this end, and for the entire contract period, I hereby authorize and request any college or school official, lending institution or organization and any other person or official of any firm, association or corporation, to answer any inquires, questions, interrogatories, or furnish any information whatsoever concerning the undersigned on forms or requests which may be submitted to them by the Georgia Board of Health Care Workforce or its authorized representative, and to appear before said Board, or its authorized representative, and to give full and complete testimony concerning the undersigned, including any information furnished by the undersigned. I hereby relinquish any and all rights to said reports, evaluations, consultations, letters of recommendation or any other information or material incident in any way to authorized reviews by Georgia Board of Health Care Workforce, or its authorized representative, and fully understand that I shall not be entitled to have disclosed to me the contents of any of the foregoing.

I hereby release and exonerate all such persons authorized by the Georgia Board of Health Care Workforce, who shall comply in good faith with this authorization and request from any and all liability of every nature and kind whatsoever growing out of or in any way pertaining to the furnishing of such information or inspection of any document, record and other information or any investigation by said Georgia Board of Health Care Workforce.

Further, the undersigned hereby waives absolutely any right which he/she may have under the laws of Georgia governing confidential or privileged communications, as codified in the Official Code of Georgia Annotated, as now or hereafter amended.

IN WITNESS WHEREOF, I have set my hand and seal this _____ day of _____, 20_____.

Applicant's Full Legal Signature

STATE OF _____ **COUNTY OF** _____

OFFICIAL NOTARY:

I HEREBY CERTIFY that on this day, personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, _____,

Applicant's Full Legal Name

to me well known to be the person described herein and who executed the foregoing instrument, and he/she acknowledges before me that he/she executed the same freely and voluntarily for the purpose therein expressed.

WITNESS my hand and official seal at City of _____, County of _____

and State of _____, this _____ day of _____, 20_____.

(Place Seal Imprint Here)

Legal Signature, Notary Public

My Commission Expires: _____

Revised: August 2020

O.C.G.A. § 50-36-1(e)(2) Affidavit

By executing this affidavit under oath, as an applicant for the **PRAA Loan Repayment Program**, as referenced in O.C.G.A. § 50-36-1, from the **Georgia Board of Health Care Workforce**, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) _____ I am a United States citizen.
- 2) _____ I am a legal permanent resident of the United States.
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.
My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as: _____
_____.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20____

NOTARY PUBLIC
My Commission Expires:

Secure and Verifiable Documents Under O.C.G.A. § 50-36-2

Issued August 1, 2011 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA”) provides that “[no later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A.

§ 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

- A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Islands, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at: <http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

- A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A driver's license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular