

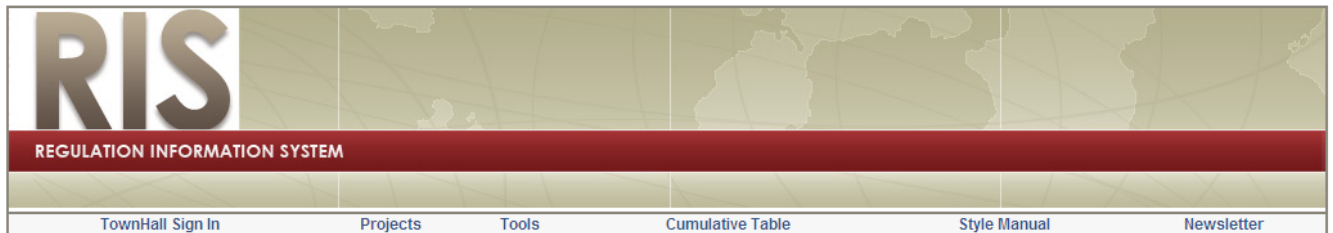


# VIRGINIA REGISTER OF REGULATIONS

## Uploading Forms and Documents Incorporated By Reference (DIBR)

- A. Open the RIS project by clicking on folder icon.
- B. Make sure the applicable FORMS or DIBR section is included in your project section list (example highlighted below). Next, select "Uploads."

**NOTE:** See Section IV for instructions on adding a FORMS or DIBR section to your project.



### Title 18 Agency 85 - BOARD OF MEDICINE (Project 1755)

X CH 0020 Periodic review

TownHall Regulatory Actions Page

Create Entry Search This Project **Uploads** Create Report Documents within Stage Within Stage: Go All: Go

Sections				
Delete	Chapter	Section	Description	Action
X	20	<a href="#">18VAC85-20-22</a>	Required fees	Amend
X	20	<a href="#">18VAC85-20-120</a>	Prerequisites to licensure	Amend
X	20	<a href="#">18VAC85-20-121</a>	Educational requirements: Graduates of approved institutions	Amend
X	20	<a href="#">18VAC85-20-131</a>	Requirements to practice acupuncture	Amend
X	20	<a href="#">18VAC85-20-140</a>	Examinations, general	Amend
X	20	<a href="#">18VAC85-20-220</a>	Temporary licenses to interns and residents	Amend
X	20	<a href="#">18VAC85-20-235</a>	Continued competency requirements for renewal of an active license	Amend
X	20	<a href="#">18VAC85-20-290</a>	Reporting of medical malpractice judgments and settlements	Amend
X	20	<a href="#">18VAC85-20-400</a>	Requirements for immediate-use sterile mixing, diluting or reconstituting	Amend
X	20	<a href="#">18VAC85-20-9998</a>	FORMS (18VAC85-20)	Amend

C. You will see the following screen.

- 1. Click on the word "Select" in the left-hand column.

Forms/DIBR	Description
<b>Select</b>	18VAC85-20-9998 FORMS (18VAC85-20)

Upload   Description:   DocId

**NOTE:** If you have multiple FORMS and DIBR sections in the project, all will be listed. If more than one is listed, choose the first FORMS/DIBR section you want to work on and follow the instructions below. Then, repeat the following instructions for each FORMS/DIBR section in the project.

- The names of the forms (or DIBR), if any, currently listed in the selected FORMS (or DIBR) section will appear on the right-hand side of the screen.

Forms/DIBR	Description
Select 18VAC85-20-9998	FORMS (18VAC85-20)


Upload

Description:

Doc Id

**List of Forms/DIBRs in Project**

- Application for a License to Practice Medicine and Surgery, MED-APP-01 (rev. 11/07).
- Application for a License to Practice Osteopathic Medicine, OSTEO-APP-01 (rev. 11/07).
- Application for a License to Practice Podiatry, POD-APP-01 (rev. 8/07).
- Claims History Sheet, Form A (rev. 8/07).
- Activity Questionnaire, Form B (rev. 8/07).



D. Browse your computer and find the form or DIBR that you want to upload. To do this:

- Click "Browse" located by the upload box at the left of the screen, and open the folder where the form or DIBR is located on your computer (PDF format is preferred, but most common formats are acceptable).
- Find the corresponding file and double click on the filename (or you can select the document and click the "open" button). The name of the document will appear in the upload box.

E. In "Description" box, add the form or document information in the above format (i.e., form/document name, form/document identification number, effective or revision date).

**NOTE:** Next to the "Doc ID" box, make sure "Forms/DIBRs" is displaying in dropdown menu

F. Click the "Upload" button to the right of "Description." The document name and link will appear under "Uploaded Forms/DIBR" on the left side of the screen.

Forms/DIBR	Description
Select 18VAC85-20-9998	FORMS (18VAC85-20)


Upload

Description:

Doc Id

Uploaded Forms/DIBRs	Order
X Edit Application for a License to Practice Podiatry, POD-APP-01 (rev. 7/11).	1
X Edit Application for a License to Practice Medicine and Surgery, MED-APP-01 (rev. 7/11).	1
X Edit Activity Questionnaire, Form B (rev. 7/11).	1

List of Forms/DIBRs in Project
Application for a License to Practice Medicine and Surgery, MED-APP-01 (rev. 11/07).
Application for a License to Practice Osteopathic Medicine, OSTEO-APP-01 (rev. 11/07).
Application for a License to Practice Podiatry, POD-APP-01 (rev. 8/07).
Claims History Sheet, Form A (rev. 8/07).
Activity Questionnaire, Form B (rev. 8/07).



**NOTE:** Only forms and DIBR that are being amended or added are required to be uploaded. However, if you want to add hyperlinks to existing forms that are not being changed, you may upload those forms as well.

1. The name of each uploaded form (in left column) should now be a hyperlink. Click on the hyperlink to make sure the document uploaded correctly.

**NOTE:** Once you file the regulatory action with the Registrar's office, Virginia Register staff will incorporate the hyperlinks into the Forms section for publication in the Virginia Register and online administrative code. Click [here](#) to see an example.)

2. You can edit the form description, if desired, by clicking "Edit" next to the form name. An editable box will appear AT THE BOTTOM of the "Uploaded Forms/DIBRs" column. Click "cancel" to clear the box from the screen.

G. Repeat steps D, E, and F for each form or DIBR that you want to upload.

H. When you have uploaded all of the forms you will be newly adding to the forms (or DIBRs to the DIBR list), click the "Add to List" button as shown below:

**RIS**  
REGULATION INFORMATION SYSTEM

TownHall Sign In   Projects   Tools   Cumulative Table   Time Frame Calculator   Style Man

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**  
**Repeal 2 VAC 5-110 and replace it with a new regulation pertaining to public and private shell**  
**(Project 4009) (TH ID: 4158)**

Forms/DIBR	Description
Select 2VAC5-110-9998	FORMS (2VAC5-110)
Select 2VAC5-111-9998	FORMS (2VAC5-111)

Upload    Description:    Doc Id

Uploaded Forms/DIBRs	Order	List of Form
<b>X Edit</b> Animal Facility Inspection Form - Animal Transport, VDACS AC-10-1 (rev. 11/2014)	1	Animal Facility Inspection Report, VD
<b>X Edit</b> Animal Facility Inspection Form - Shelter, VDACS AC-10-A (rev. 11/2014)	1	Animal Facility Inspection Form - She
<b>X Edit</b> Animal Facility Inspection Form - Animal Care, VDACS AC-10-B (rev. 11/2014)	1	Animal Facility Inspection Form - Ani
<b>X Edit</b> Animal Facility Inspection Form - Operations, VDACS AC-10-C (rev. 11/2014)	1	Animal Facility Inspection Form - Op

Sometimes you will need to scroll down to find the "Add to List" button. Once you click that button, all of the forms you have uploaded will appear on the html for the Forms list/DIBR list you have selected. From there, you can click the red "edit" and edit the list.