

N-648 Quality Control Checklist

- The edition date should be 03/31/17.
- It must be legible.
- Every page should have the applicant's name and A number. Fill it out if it is missing.
- Part 1: Project Citizenship can add all missing information, as long as we have the name of the applicant.
- Part 2:
 - Double check the license number
Be sure it's valid. It must be an MD, DO or clinical psychologist.
<http://profiles.ehs.state.ma.us/Profiles/Pages/FindAPhysician.aspx> MDs and DOs
<https://licensing.state.ma.us/CitizenAccess/SearchALicense.htm> clinical psychologists –
choose the Board of Registration of Psychologists as the licensing entity.
 - Fill out missing information for the address and telephone number.
- Part 3:
 - Question 1: There must be at least one diagnosis and corresponding code. Look codes up in the DSM V and ICD if they are missing. The diagnosis must be one that could impact language acquisition. It should be more than high cholesterol or high blood pressure.
 - Question 2: This section needs to include a description of the diagnosis in simple English.
 - Question 3: The date of first examination must be included.
 - Question 4: If the date of first examination is more than one year ago, be sure that the date of last examination is more recent and is included.
 - Question 5: The physician who completes the N-648 should be the regularly treating physician. A good explanation is needed on page 3 if that is not the case.
 - Question 6: The answer must be yes.
 - Question 7: The answer must be no.
 - Question 8: This must be completed and give a cause or state that it is unknown.
 - Question 9: Clinical methods include physical examination, tests, review of other medical records, etc. Look up any tests that are not self-explanatory.
 - Question 10: This is the nexus and key to the form. Does it:
 - Identify the disability
 - State that the disability affects the applicant's ability to speak, read, write English and take the civics test

- It should be impossible rather than difficult to speak, read, write English and take the civics test
- Question 11: Be sure that all boxes are checked off. Confirm if any are blank with the doctor. Be sure that the applicant is prepared to take the civics test if that box is not checked off.
- Question 12: If the doctor is not fluent in the applicant's language (see the certification on page 5), an interpreter must be identified in Question 12 and included in the certification on page 6.
- Certification: It must include the form of identification verified by the doctor. Check off permanent resident card if nothing else is checked off. There must be an original signature. It must be signed within the last six months.
- Interpreter's Certification: It should include the name and contact information for the interpreter. If it is a phone interpreter, an interpreter ID number should be sufficient.
 - It must include an original signature and be dated.
 - The date should be the same as the date of the last examination by the doctor.
- Applicant's Attestation: It must include an original signature and be dated. The date should be the same as the date of the last examination by the doctor. Mail page 6 to the applicant for a signature if it is missing.