

Instructions for Reporting a New Incident / Medication

1. Students should go to the LSBN website (www.lsbn.state.la.us) and click the “File a Complaint” link from the home page. You will see two different options. Select “File a complaint against a licensee”. You are essentially filing a complaint against yourself.

2. Students are guided through the process. They select that they are a student and then fill out their information.
 - a. If filing for medication or a diagnosis, the “Patient Information and Witness” sections are left blank. Once in the incident information section, they will be asked the date and address of the incident. The student can put the date the medication was prescribed and the address of their doctor’s office. It will also ask for a description of the incident in which students can write a narrative of what they are taking and why. In the “Supporting Document” section, if a form is required by the board, they will let you know.

* Note: Change of medications for previous disclosed diagnoses are not required. Applicants applying for NCLEX-RN and requesting accommodations will be required to submit current information and should provide a narrative reflecting any changes in medications since original approval granted.

 - b. If filing for an arrest, please make sure all information is completed and any arrest records, court minutes, etc. are uploaded. Students will also be required to describe the incident in a narrative. Make sure the narrative is very detailed.

3. Students are required to email a copy of their successful submission of disclosure to csnlsbn@dcc.edu.