

Instructions for Reporting a New Incident / Medication

Students Who Do Not Have Accounts

1. Students will need to access the LSBN website to create an account in the Nurse Portal by selecting “Access the Nurse Portal” on the home page of the website. (See instructions labeled Creating an Account on our website.)
2. Once a student has an account, they can access the Complaint/Disclosure Form from the home page of the website.
3. Students are guided through the process. They select that they are a student and then fill out their information. As they click to the next options, they fill everything out. Patient Information and Witness sections can be left blank if the student is filing for a medical reason.

Once in the incident information section, they will be asked the date and address of the incident. If a student is filing due to a new medication / diagnosis, they 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. Students can write a narrative of what they are taking and why.

4. In the Supporting Document section, you will need to upload the completed Clinical Nursing Student Medical-Mental Condition Diagnostician/Treating Provider Form.
5. Students are required to email a copy of their successful submission of disclosure to csnlsbn@dcc.edu

* 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.