

Instructions for Reporting a New Incident / Medication

Students Who Do Not Have Accounts

1. Students who do not have an LSBN online account will need to create one. If a student has an online account skip to #2. If the student does not have an online account, one will need to be created by accessing the LSBN website and clicking on “Access the Nurse Portal” and then Create an Account. (For more information, see instructions labeled Creating an Account on our website under the LSBN link).
2. Once a student has an account, they can access the Complaint/Disclosure Form from the home page of the LSBN website.
3. 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 can be 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, students will need to upload the completed Clinical Nursing Student Medical-Mental Condition Diagnostician / Treating Provider Form, which is located on our website under the LSBN link.

* 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. Make sure the narrative is very detailed.
4. Students are required to email a copy of their successful submission of disclosure to csnlsbn@dcc.edu