

Louisiana State Board of Nursing

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INSTRUCTIONS

HOW TO DELETE A PHYSICIAN AND/OR PRACTICE SITE FROM A PREVIOUSLY APPROVED COLLABORATIVE PRACTICE AGREEMENT

INTRODUCTION

In accordance with LAC 46:XLVII.4513.D.7, Advanced Practice Registered Nurses (APRNs) approved for prescriptive authority (PA) **must** notify the Louisiana State Board of Nursing (LSBN) in writing to delete a previously approved collaborative physician(s), dentist(s) and/or practice site **within 30 days**.

If the APRN anticipates continued PRN practice with a particular collaborating physician and/or practice site previously approved by LSBN, the APRN would not submit a notification of deletion.

Prior to engaging in medical diagnosis and management as an APRN for a new group of physician(s), dentist(s) and/or practice site, including writing orders and/or prescriptions, the APRN must obtain a letter of approval issued to the nurse by LSBN indicating approval for PA privileges in the State of Louisiana in collaboration with the licensed physician(s) or dentist(s).

To apply for approval of additional collaborating physicians and sites (new employment), please refer to the PA packet '[Add Physician\(s\) for a New Practice Site](#)' available at the LSBN website.

PREPARATION OF WRITTEN NOTIFICATION TO LSBN

LSBN **must** receive written notification to delete a collaborating physician, dentist and/or practice site previously approved by LSBN for an APRN. Please provide the following information in the written request:

1. Name of the APRN. If possible, please provide the nurse's license number. (Free license look-up is available at LSBN website through [Licensure Verification](#)).
2. List the name of **each** collaborating physician(s) and/or dentist(s) to delete from the CPA previously approved by LSBN and the associated practice site(s). If only a specific practice site is being deleted, please clearly indicate the business name of the practice site and physical address.

Please submit the written notification to delete a physician(s) and/or site(s) to LSBN by one (1) of any the following four (4) manners:

- Email to the APRN Department at: advancedpractice@lsbn.la.gov; **or**
- U.S. postal mail to LSBN office. Please indicate ATTN: APRN Department on the envelope; **or**
- Fax to (225) 755-7581. Please include a cover sheet indicating ATTN: APRN Department; **or**
- Written notification to delete previously approved physicians/sites may also be provided **by the APRN** on the **PAC 2** form **if** the nurse is applying for LSBN approval of PA privileges with new physicians and site (new employment) within 30 days. Please refer to the PA packet '[Add Physician\(s\) for a New Practice Site](#)'.

Once the request has been processed by LSBN staff, **the APRN** will be sent written confirmation of the deletion(s). Nurses may verify and update their residential mailing address, email address and phone number(s) on file with the Board through [My Services](#) at the LSBN website.