

# Reporting Requirements for Lost or Stolen Prescription Pads

A Physician Assistant who suspects that their prescription pads have been lost or stolen should take the following steps immediately:

1. First, the theft or loss must be reported to the local law enforcement (police or sheriff's department). A physician assistant should make an incident report with law enforcement in order to be protected. He or she will then have proof that prescriptions written on that pad after the date the theft was reported were not written by him or her. **The physician assistant will need a law enforcement agency report number to proceed to the next step.**
2. Next, pursuant to [Health and Safety Code section 11165.3](#), the theft or loss of any tamper-resistant prescription forms must be reported by the physician assistant to the Department of Justice (DOJ) Controlled Substance Utilization Review and Evaluation System (CURES) program no later than three days after the discovery of the theft or loss. **A law enforcement agency report number is required when submitting a report of lost or stolen prescription forms to CURES.** This notification may be accomplished electronically by logging into the physician's CURES account, or by emailing [SecurityPrinter@doj.ca.gov](mailto:SecurityPrinter@doj.ca.gov) to obtain a report to file with the California Department of Justice; CURES Program; P.O. Box 160447; Sacramento, CA 95816. If you have additional questions or concerns regarding lost or stolen tamper-resistant prescriptions forms, please contact the CURES Program at (916) 210-3216 or email the Security Prescription Printer Program at [SecurityPrinter@doj.ca.gov](mailto:SecurityPrinter@doj.ca.gov).
3. Next, notify the California State Board of Pharmacy at [BOPcomplaint@dca.ca.gov](mailto:BOPcomplaint@dca.ca.gov). The Board of Pharmacy has a webpage listing physicians whose prescription pads have been reported stolen: [http://www.pharmacy.ca.gov/licensees/stolen\\_fraudulent\\_rx\\_forms.shtml](http://www.pharmacy.ca.gov/licensees/stolen_fraudulent_rx_forms.shtml). The webpage is available 24/7 to pharmacists, law enforcement, and the public.
4. Physician assistants should also notify the Physician Assistant Board by an email to [paboard@dca.ca.gov](mailto:paboard@dca.ca.gov) or a letter describing the circumstances and actions taken by the physician assistant in response to the suspected theft. The letter should be written on a physician assistant's professional letterhead, signed, and mailed to the Physician Assistant Board; Complaint Unit; 2005 Evergreen Street, Suite 2250; Sacramento, CA 95815.

For additional information, contact the Physician Assistant Board's Complaint Analyst Armando Melendez at (916) 576-2676.