

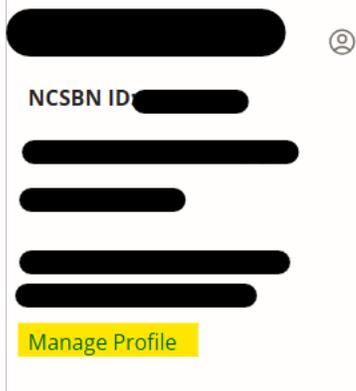


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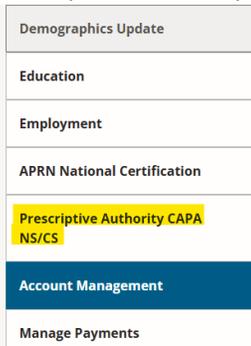
APRN – RESCISSION OF A CAPA NS/CS

In order to request a rescission for a CAPA-NS or CAPA-CS, you will do so through your Kentucky Board of Nursing (KBN) Nurse Portal account.

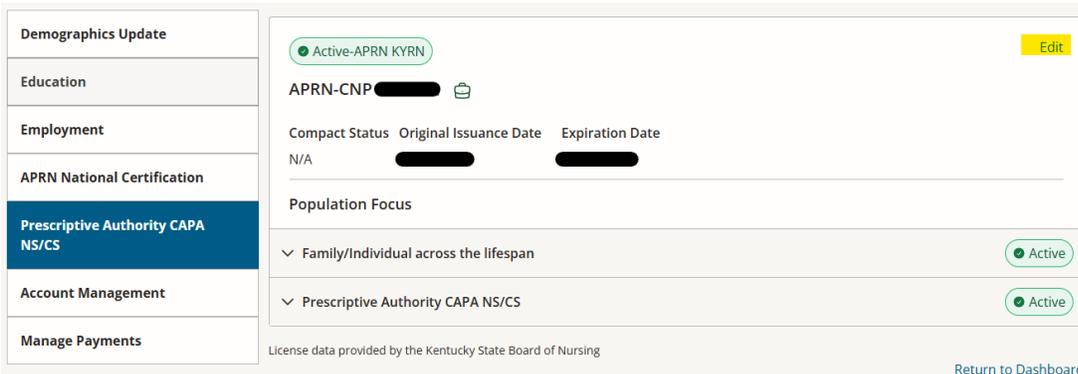
- Log in to your KBN Nurse Portal account.
 - <https://kybn.boardsofnursing.org/kybn>
- Select 'Manage Profile'.
 - This is located on the upper left corner of the Nurse Portal Dashboard:



- Select 'Prescriptive Authority CAPA NS/CS':



- Select 'Edit' to the right of the APRN license number.



- Select each of the CAPA-NS or CAPA-CS Collaborative Agreement panels to locate the physician(s) you want to rescind the agreement with.

The screenshot shows a 'Prescriptive Authority' profile. On the left, there are fields for 'Prescriptive Authority CAPA NS/CS Number:', 'Granted Date:', and 'Expiration Date:', all of which are redacted with black bars. On the right, there are fields for 'APRN-CNP', 'Population Focus:', 'Expiration Date:', 'Original Issue Date:', 'Current Issue Date:', and 'License Status: Active-APRN KYRN'. Below this is an 'Edit' link. At the bottom, there is a list of collaborative agreements: one CAPA-NS and three CAPA-CS, each with a yellow highlight and an 'Active' status indicator. A 'Control Substance Authority' section is also visible at the very bottom.

- Once the panel opens:
 - To inactivate all collaborative agreement(s) within this panel:
 - Select the 'Inactivate' at the top right of the panel
 - In screenshot below located in the red rectangle.
 - To rescind the collaborative agreement with a specific physician:
 - Select the 'Inactivate' located under the Physician Address
 - In screenshot below located in the yellow rectangle.

The screenshot shows a 'CAPA-NS Collaborative Agreement' panel. At the top right, there is an 'Active' status indicator and a red-bordered 'Inactivate' button. Below this are three sections: 'Active Documents' (No active documents available), 'Sites' (No site(s) available), and 'Physicians'. The 'Physicians' section contains fields for 'Physician Name:', 'Physician License Number:', 'Physician Practice Specialty:', and 'Start Date:', all redacted. To the right of these fields are 'Status: Active' and 'Physician Address:' (redacted). A yellow-bordered 'Inactivate' button is located below the 'Physician Address' field.

- Once either 'Inactivate' is selected, a pop up will appear:
 - Inactivating all collaborative agreement(s) within this panel

The image shows two side-by-side screenshots of confirmation pop-ups. The left one is titled 'CAPA-NS - Inactivate' and the right one is titled 'CAPA-CS - Inactivate'. Both pop-ups contain the following elements: a close button (X) in the top right corner; a message: 'You are about to Inactivate the collaborative agreement(s) within this panel. Please confirm.'; an 'End Date' field containing '03/27/2025'; a 'Comments' text area; and two buttons at the bottom: 'Cancel' and 'Confirm'.

- You may enter a comment (not required).
- Select 'Confirm'.

- Rescinding the collaborative agreement with a specific physician

The image shows a screenshot of a confirmation pop-up titled 'Physician - Inactive'. It features a close button (X) in the top right corner, a message: 'You are about to rescind your collaborative agreement with this physician.', an 'End Date' field with '03/27/2025', a 'Comments' text area, and 'Cancel' and 'Confirm' buttons at the bottom.

- You may enter a comment (not required).
- Select 'Confirm'.

NOTE:

- If you need to add a collaborative agreement with another physician, you will follow the steps on the document below to request in the KBN nurse portal.
 - <https://kbn.ky.gov/KBN%20Documents/change-prescriptive-authority.pdf>
- After four (4) years of prescribing non-scheduled legend drugs the APRN must notify the KBN if they wish to prescribe non-scheduled legend drugs without a CAPA-NS.
 - Follow the steps below to request for discontinuation through the KBN nurse portal:
 - <https://kbn.ky.gov/KBN%20Documents/notification-to-discontinue.pdf>
- After four (4) years of prescribing controlled substances the APRN must notify the KBN if they wish to prescribe controlled substances without a CAPA-CS.
 - Follow the steps below to request the exemption through the KBN nurse portal:
 - <https://kbn.ky.gov/KBN%20Documents/capa-cs-exemption.pdf>