CALIFORNIA

DEPARTMENT OF JUSTICE

CURES

Prescribers, Pharmacists, Non-DEA Practitioners, and Delegates
User Guide

Rev. 04/2025

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CURES supports Microsoft Edge, Mozilla Firefox, Google Chrome, or Safari browsers. CURES does not support Internet Explorer nor Google Chrome version 81.0 or older. CURES uses a framework that should allow for access from mobile devices using the same browsers. However, as CURES is still optimized for use on desktop, if the User encounters issues while attempting to use the CURES Web Application on mobile devices, we suggest switching to a desktop device.

Please note the Prescribers, Pharmacists, Non-DEA Practitioners, and Delegates User Guide is updated routinely. Users can select the Help Link in the top right corner of the page to open the most current version of the Prescribers, Pharmacists, Non-DEA Practitioners, and Delegates User Guide or go to our Publications and Training Website.

GLOBAL NAVIGATION

The primary method used to navigate CURES is the global navigation. This bar appears at the top of each page. The global navigation is composed of drop down menus and links.

PRESCRIBER GLOBAL NAVIGATION

HOME	PATIENT ACTIVITY ▾	RX FORM THEFT/LOSS ▾	MY PROFILE ▾

1) Patient Activity
   a) Patient Activity Search
   b) Saved Searches
   c) List of Patients
   d) Patient Contracts
   e) Peer Messages
   f) Audit Delegate Searches
2) Rx Form Theft/Loss
   a) My Theft/Loss Reports
   b) Report Rx Form Theft/Loss
3) My Profile
   a) View/Edit Profile
   b) Security Settings
      i) Change Password
      ii) Change Account Email Addresses
      iii) Change Help Desk Questions
      iv) Change Username
   c) Manage Delegates
   d) Add New Profile

NON-DEA PRACTITIONER GLOBAL NAVIGATION

HOME	PATIENT ACTIVITY ▾	RX FORM THEFT/LOSS ▾	MY PROFILE ▾

1) Patient Activity

      a) Patient Activity Search
      b) Saved Searches
      c) Audit Delegate Searches
      d) Peer Messages*

2) Rx Form Theft/Loss
      a) My Theft/Loss Reports

3) My Profile
      a) View/Edit Profile
      b) Security Settings
         i) Change Password
         ii) Change Account Email Addresses
         iii) Change Help Desk Questions
         iv) Change Username
      c) Manage Delegates
      d) Add New Profile

***Note: Will only show if user was previously a Prescriber that had prescribed to a patient.**

PHARMACIST GLOBAL NAVIGATION

HOME   **PATIENT ACTIVITY ▾**   **SERIALIZED RX FORMS ▾**   **MY PROFILE ▾**

1) Patient Activity
      a) Patient Activity Search
      b) Saved Searches
      c) Audit Delegate Searches
      d) Peer Messages*

2) Serialized Rx Forms
      a) Search Serialized Rx Forms

3) My Profile
      a) View/Edit Profile
      b) Security Settings
         i) Change Password
         ii) Change Account Email Addresses
         iii) Change Help Desk Questions
         iv) Change Username
      c) Manage Delegates
      d) Add New Profile

***Note: Will only show if user was previously a Prescribing Pharmacist that had prescribed to a patient.**

PRESCRIBING PHARMACIST GLOBAL NAVIGATION

HOME   **PATIENT ACTIVITY ▾**   **SERIALIZED RX FORMS ▾**   **RX FORM THEFT/LOSS ▾**   **MY PROFILE ▾**

1) Patient Activity
      a) Patient Activity Search

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        b)   Saved Searches
        c)   List of Patients
        d)   Patient Contracts
        e)   Peer Messages
        f)   Audit Delegate Searches
2) Serialized Rx Forms
        a)   Search Serialized Rx Forms
3) Rx Form Theft/Loss
        a)   My Theft/Loss Reports
        b)   Report Rx Form Theft/Loss
4) My Profile
        a)   View/Edit Profile
        b)   Security Settings
              i)   Change Password
              ii) Change account Email Addresses
              iii) Change Help Desk Questions
              iv) Change Username
        c)   Manage Delegates
        d)   Add New Profile

DELEGATE GLOBAL NAVIGATION

HOME   PATIENT ACTIVITY ▾   MY PROFILE ▾

1) Patient Activity
        a)   Patient Activity Search
        b)   Saved Searches
2) My Profile
        a)   View/Edit Profile
        b)   Security Settings
              i)   Change Password
              ii) Change Account Email Addresses
              iii) Change Help Desk Questions
              iv) Change Username
        c)   Manage Associations
        d)   Add New Profile

USER REGISTRATION

The Prescriber, Out-of-State Prescriber, Pharmacist, Out-of-State Pharmacist, or Non-DEA Practitioner will use the below User Registration process in CURES. User Registration enables the user to gain access to CURES in order to search patient Controlled Substance prescription dispensation history and perform other CURES-related tasks.

For Delegate registration, please refer to the **Delegate Management** section.

USER REGISTRATION IDENTITY VERIFICATION PROCESS

1. The applicant can sign up by selecting "CURES Registration" from the CURES web page (https://oag.ca.gov/cures)
2. Select "Register for an account" on the CURES login page.

3. The applicant will fill in their "Personal Identity Verification"
   a. First Name at Birth
   b. Last Name at Birth
   c. Mother's Maiden Name
   d. City of Birth
   e. Date of Birth
   f. Email Address
4. Complete Captcha verification
5. Select "Verify" to continue

Register for CURES - Step 1

All fields are required.

Personal Identity Verification
Before you can register for a CURES account, your identity needs to be verified.

First Name at Birth

Last Name at Birth

Mother's Maiden Name

City of Birth

Date of Birth

mm/dd/yyyy

A verification code will be sent to the email address entered below. Please allow 5-10 minutes for this message to arrive, and be sure to check your Spam folder. To ensure you receive CURES system-generated emails, we recommend adding the DOJ email domain (@doj.ca.gov) to your email account's safe sender list.

Email Address

example@email.com

Verify   Clear

Note: The system will verify the submitted information to check if the applicant already has a CURES account

PRE-REGISTRATION PROCESS

If the applicant does not have an existing account:
1. The system will navigate the applicant to create an account using the "Personal Identity Verification" steps above.
2. Once completed, the applicant will be navigated to the CURES Registration page.

If the applicant has an existing account but needs to register for a different role profile:
1. The system will navigate the applicant to the CURES login page.
    a. Once the applicant has successfully logged in, the applicant may choose to add an additional CURES Role Profile. Select "My Profile" from the global navigation
2. Select "Add New Profile" from the drop down menuThe system will navigate the applicant to the "Add a New CURES Profile" page.
    The applicant will select the CURES Role that applies and will be navigated to the CURES Registration page.

Note: Denied applicants or cancelled users still have an existing account. Applicants re-registering should sign in using their denied or cancelled account credentials.

CURES REGISTRATION PROCESS (IN-STATE)

PRESCRIBERS

1. In order for California-licensed applicants to complete the registration process, the applicant must provide the following information:
   a) Personal Information
      i) First Name and Last Name
      ii) Date of Birth
   b) Licensing Information
      i) Identification Number
         (1) Social Security Number (SSN)
         (2) Individual Taxpayer Identification Number (ITIN)
      ii) Licensing Board
      iii) Category of Licensure
      iv) State License Number
      v) DEA Number
         (1) Institution Name (If DEA Number was marked "Yes" as Institutional)
   c) Contact Information*
      i) Email Address
      ii) Address
      iii) Phone Number
2. Once complete, the applicant will receive login credentials, in an email from CURESNotification@doj.ca.gov, to view their CURES profile. The applicant should receive an email notification of whether their application is approved or denied within 48 hours. An approval email will contain the User's username and role. A denial email will contain some common reasons why applicants are denied. The applicant should verify that all licensing information matches what was provided to the applicant's state Licensing Board. If the applicant's registration is denied after verifying with the applicant's Licensing Board, the applicant may email CURES at CURES@doj.ca.gov for clarification.

*Note: CURES users can choose to share their contact information with other CURES users.

The following DEA validation errors can occur during registration:

- The system has determined that the submitted Primary DEA Number is invalid. You may still choose to proceed but please note that your registration will be denied. If you believe this is the correct Primary DEA Number, please continue through the registration.
- The system has determined that the submitted Primary DEA Number is not an institutional DEA Number. An Institutional DEA Number is a DEA Number that is registered to a specific hospital or institution. If your DEA Number is registered under your name and not an institution. **Please select Cancel and select No for "Is this an Institutional DEA Number?".**
- Additional DEA Number is invalid. Enter a valid DEA number or remove Additional DEA Number.

PHARMACISTS

Note: Pharmacists may identify as a Prescribing Pharmacist if they hold a DEA registration certificate.

1. In order for California licensed applicants to complete the registration process, the applicant must provide the following information:
    a) Personal Information
        i) First Name and Last Name
        ii) Date of Birth
    b) Licensing Information
        i) Identification Number
            (1) Social Security Number (SSN)
            (2) Individual Taxpayer Identification Number (ITIN)
        ii) Licensing Board
        iii) Category of Licensure
        iv) State License Number
        v) DEA Number (Prescribing Pharmacist only)
            (1) Institution Name (If DEA Number was marked "Yes" as Institutional)
    c) Contact Information*
        i) Email Address
        ii) Address
        iii) Phone Number
2. Once complete, the applicant will receive login credentials, in an email from CURESNotification@doj.ca.gov, to view their CURES profile. The applicant should receive an email notification of whether their application is approved or denied within 48 hours. An approval email will contain the User's username and role. A denial email will contain some common reasons why applicants are denied. The applicant should verify that all licensing information matches what was provided to the applicant's state Licensing Board. If the applicant's registration is denied after verifying with the applicant's Licensing Board, the applicant may email CURES at CURES@doj.ca.gov for clarification.

*Note: CURES users can choose to share their contact information with other CURES users.

The following DEA validation errors can occur during registration (Prescribing Pharmacist only):
- The provided Prescribing DEA Number is invalid. Enter a valid Prescribing DEA Number to register as a Prescribing Pharmacist or remove the Prescribing DEA number to proceed without a Prescribing DEA Number.
- The Prescribing DEA Number is invalid. To continue, you need to provide a valid DEA Number. You may also choose to uncheck the Prescribing Pharmacist designation and not provide a DEA number at this time. Please note that doing so may limit your access to certain CURES features. You may provide your DEA information at a later time.
- The system has determined that the submitted Primary DEA Number is not an institutional DEA Number. An Institutional DEA Number is a DEA Number that is registered to a specific hospital or institution. If your DEA Number is registered under your name and not an institution. **Please select Cancel and select No for "Is this an Institutional DEA Number?".**

NON-DEA PRACTITIONERS

1. In order for California licensed applicants to complete the registration process, the applicant must provide the following information:
    a) Personal Information

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        i)   First Name and Last Name
        ii) Date of Birth
    b) Licensing Information
        i)   Identification Number
            (1) Social Security Number (SSN)
            (2) Individual Taxpayer Identification Number (ITIN)
        ii) Licensing Board
        iii) Category of Licensure
        iv) State License Number
    c) Contact Information*
        i)   Email Address
        ii) Address
        iii) Phone Number

2. Once complete, the applicant will receive login credentials, in an email from CURESNotification@doj.ca.gov, to view their CURES profile. The applicant should receive an email notification of whether their application is approved or denied within 48 hours. An approval email will contain the User's username and role. A denial email will contain some common reasons why applicants are denied. The applicant should verify that all licensing information matches what was provided to the applicant's state Licensing Board. If the applicant's registration is denied after verifying with the applicant's Licensing Board, the applicant may email CURES at CURES@doj.ca.gov for clarification.

*Note: CURES users can choose to share their contact information with other CURES users.

CURES REGISTRATION PROCESS (OUT-OF-STATE)

OUT-OF-STATE PRESCRIBERS

1. In order for Prescribers licensed by an agency outside of California to complete the registration process, the applicant must provide the following information:
    a) Personal Information
        i)   First Name and Last Name
        ii) Date of Birth
    b) Licensing Information
        i)   Licensing State
        ii) Licensing Board
        iii) Category of Licensure
        iv) State License Number
        v)   DEA number
        vi) Supporting Documentation **(Must be notarized. Refer to your state's notarization process)**
            (1) Government-issued photo ID
            (2) State issued medical license
            (3) DEA Registration Certificate
    c) Contact Information*
        i)   Email Address
        ii) Address
        iii) Phone Number

2. Once complete, the applicant will receive login credentials, in an email from CURESNotification@doj.ca.gov, to view their CURES profile. Additional supporting documents can be submitted if needed after sending the initial application. If the provided information is verified, an email will be sent to inform the applicant that they now have access to CURES functionality.

*Note: CURES users can choose to share their contact information with other CURES users.

OUT-OF-STATE PHARMACISTS

Note: Pharmacists may identify as a Prescribing Pharmacist if they hold a DEA registration certificate.

1. In order for Pharmacists licensed by an agency outside of California to complete the registration process, the applicant must provide the following information:
    a) Personal Information
        i)   First Name and Last Name
        ii) Date of Birth
    b) Licensing Information
        i)   Licensing State
        ii)   Licensing Board
        iii) Category of Licensure
        iv)   State License Number
        v)   DEA Number (Prescribing Pharmacist)
        vi)   Supporting Documentation **(Must be notarized. Refer to your state's notarization process)**
            (1) Government-issued photo ID
            (2) State issued pharmacist license
    c) Contact Information*
        i)   Email Address
        ii)   Address
        iii) Phone Number
2. Once complete, the applicant will receive login credentials, in an email from CURESNotification@doj.ca.gov, to view their CURES profile. Additional supporting documents can be submitted if needed after sending the initial application. If the provided information is verified, an email will be sent to inform the applicant that they now have access to CURES functionality.

*Note: CURES users can choose to share their contact information with other CURES users.

CHANGE PASSWORD

CURES Users have the ability update their password at the login page of CURES, if they know their current password. Once Users select "Continue" they will be taken to the sign on page with the option to select "Change Password."

1. Navigate to the CURES login page
2. "Select "Continue" to log in
3. Select "Change Password"
4. Enter username
5. Enter current password
6. Enter new password

7. Confirm new password
8. Submit

State *of* California Department *of* Justice

STATE OF CALIFORNIA
Office of the Attorney General

Sign On

Username *	Warning
	This system is restricted to authorized users for legitimate law enforcement and regulatory purposes. There is no expectation of privacy on this system as it is being audited and monitored.
Password *	The unauthorized access, use or modification of this system or the data contained therein or in transit to/from, is prohibited by law and may be reported to law enforcement by system personnel.

Sign On

Change Password?   Trouble Signing On?

STATE OF CALIFORNIA DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL

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Change Password

Please enter your current password and verify your new password.

Username

Current Password

New Password

Confirm New Password

Submit   Cancel

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TROUBLE SIGNING ON

CURES Users have the ability to recover their username and reset their password at the login page of CURES.

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PASSWORD RESET

1. Navigate to the CURES login page
2. "Select "Continue" to log in
3. Select "Trouble Signing On?"
4. Enter username
5. Select Send request

The Users will then receive an email with a security code to the email registered with their CURES account.

6. Enter Security Code sent to email address
7. Enter and confirm your New Password
8. Select "Reset"
9. Select Continue

***Note*: Passwords must be changed every 90 days. CURES Users may only change their password once every 72 hours. Users can email or call the CURES Help Desk at cures@doj.ca.gov or 916-210-3187 to reset their password or enable their account.**

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USERNAME RECOVERY

1. Navigate to the CURES login page
2. Select "Trouble Signing On?"
3. Select "Trouble with Username?"
4. Enter email associated with CURES account
5. Select "Send Request"
6. You will receive an email with your username
7. Select "Continue" in CURES
8. You will be directed to the Login Page

Username Recovery

Enter your email address to receive an email with your username.

Email Address *

Email Address

Send Request Cancel

Trouble With Password?

USER DASHBOARD

The User Dashboard is the landing page for all users upon logging into CURES. Each user will have role specific dashboard features that allow for quick access to commonly used functionality, as detailed below.

DASHBOARD FEATURES

Features	Description	Prescriber	Pharmacist	Prescribing Pharmacist	Non-DEA Practitioner	Delegate
Active Delegate Associations	Allows those users that have Delegate associations to view counts of their Delegates status and Patient Activity Searches for the last week.	X	X	X	X	
Add Delegate Association	Allows Delegate-User to enter PIN received via email when added by an Authorizing User to accept association. Authorizing users include: Prescriber-Users, Pharmacist-Users, and Non-DEA Practitioner-Users.					X
Features	Description	Prescriber	Pharmacist	Prescribing Pharmacist	Non-DEA Practitioner	Delegate
Annual Renewal	Notice will display 90 days prior to the annual renewal due date and will continue to display until the Annual Renewal is completed.	X	X	X	X	X
Bulletins	Will display active bulletins that apply to the current user profile.	X	X	X	X	X

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Delegate Request	Will display when there is a new Delegate association request pending.	X	X	X	X	
Patient Activity Search	Allows the user to search for California patient prescription history by patient first name, patient last name and DOB.	X	X	X	X	X
Patient Alerts	Will display Patient Identities that the user has prescribed a contemporaneous prescription to that trigger one of the Alert Types. Allows the user to run a Patient Activity Report on the patient identity.	X	X	X	X	
Peer-to-Peer Messages*	Will display when there are unread messages.	X	X	X	X	
Serialized Rx Form Number Search	Allows the user to search for a Serialized Prescription Form using the full Prescription Serial Number of the form.		X	X		
Password Expiration	Will display if the password expiration date is within 15 days and will continue to display until the password is updated.	X	X	X	X	X

*Note: CURES allows users who previously held a Controlled Substance Registration Certificate issued by the DEA to receive Peer messages and Patient Alerts.

OUTAGE NOTIFICATIONS

If there are any upcoming scheduled CURES outages or current unplanned CURES outages, a notice will display at the top of the log-in screen notifying users of the details regarding the outage, which may include estimated time range of outage and type of outage.

UNEXPECTED OUTAGE

If an unexpected outage in CURES occurs, the login screen will display the following message:
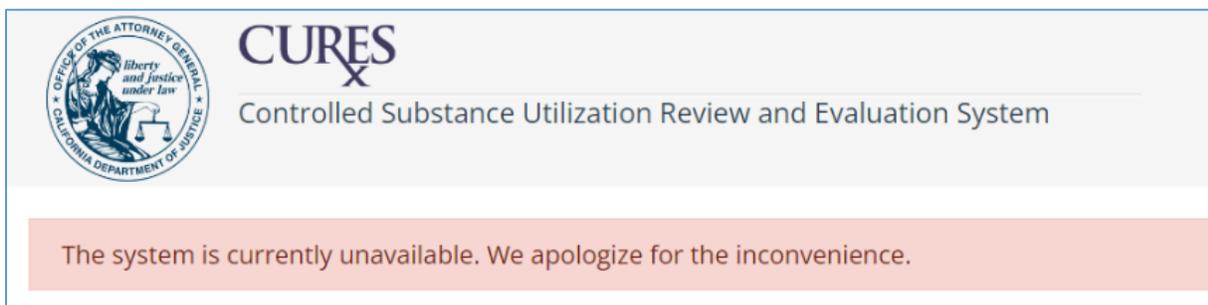
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BANNERS

When applicable, banners are role specific notices that are displayed at the top of every page upon logging in to CURES. They will contain important information directed to your User role type.
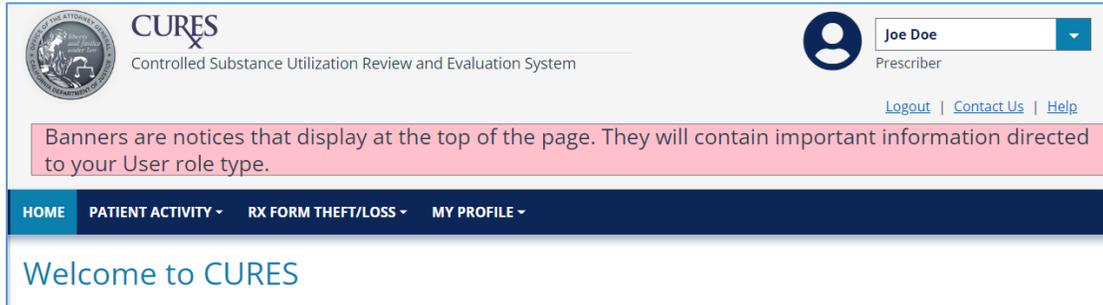
PATIENT ALERTS

Prescriber-Users and Prescribing Pharmacists will receive patient alerts on the User Dashboard that identify patients, to whom the user's DEA is listed as having prescribed a contemporaneous prescription. The table below details the alert types*.

Note: CURES allows users who previously held an active a Controlled Substance Registration Certificate issued by the DEA to receive Patient Alerts.

Short Name	Description
Prescribed > 90 MME per Day	Currently prescribed more than 90 morphine milligram equivalents per day.
6 or More Prescribers/Pharmacies in 6 Months	Obtained prescriptions from 6 or more Prescribers or 6 or more pharmacies during last 6 months.
Prescribed 40 or More MME of Methadone per Day	Currently prescribed 40 or more morphine milligram equivalents of methadone daily.
Prescribed Opioids > 90 Consecutive Days	Currently prescribed Opioids more than 90 consecutive days.
Benzos + Opioids	Currently prescribed both Benzodiazepines and Opioids.

Note: To view a list of the Patient Alert descriptions, select the ⓘ next to "Patient Alerts".

User Profile

CURES stores user profile information and provides | the User
with the ability to update personal information on the | User
Profile page. This page is pre-populated with
information provided by the User during registration.

CHANGING USERNAME

Users have the ability to change their CURES
username.

1. Login to CURES
2. Select "Change Username" from the "My Profile"
   Dropdown
3. Enter your current Password
4. Enter the new Username
5. Select "Update Username"

EDIT USER PROFILE

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All Users may edit their CURES user profile. This will help to ensure their CURES profile remains current. The license information associated with the CURES User profile must match the information associated with the User's respective Licensing Board when applicable.

Below are the steps to edit a CURES user profile:
1. From the global navigation Menu, select "My Profile."
2. From the drop down list, select "View/Edit Profile."
3. On the User Profile page, the user may edit the profile information by selecting the "Edit" Button.

My Profile

❯ Collapse All   **Edit Profile**

Account Profile Information   ❯

Prescriber, Pharmacist, Non-DEA Practitioner:
    a. Account Profile Information
    b. License Information
    c. Contact Information
    d. Address Information
    e. Current Delegate Associations

Delegate:
    a. Account Profile Information
    b. Contact Information
    c. Address Information
    d. Current Delegate Associations

*Note: If the primary DEA number becomes inactive, users will be prompted after login to select or add a new primary DEA number if available.

ACCOUNT RENEWAL

The User's first annual renewal will be due 12 months after their first log in, continuing every 12 months from the last date that the User renewed their CURES profile.

All CURES Users are required to renew their CURES profile once every 12 months. Failure to do so will bar the User from using CURES Features until the Annual Renewal is completed.

Below are the steps to complete an annual renewal:
1. Log in to CURES

Annual Renewal due in

📅 **6 Days**

Review Profile

2. Select the Annual Renewal dashboard feature
3. System navigates to the My Profile page
4. Review and update profile information
5. Agree to Terms and Conditions
6. Select Submit

Once you select submit, you should receive the message "You have successfully completed your Annual Renewal."

Note: Out-of-State Prescriber and Pharmacist account status will be changed to 'Cancelled' if the account has been in Renewal Overdue status for one year.

PATIENT ACTIVITY SEARCH PROCESS

Prescriber-Users, Pharmacist-Users, Non-DEA Practitioner-Users, and Delegate-Users have the ability to access Patient Activity Reports, which are patient Controlled Substance dispensation history reports generated in CURES.

The following rules apply to Patient Activity Search:
- Patient Last Name, First Name, and Date of Birth are required.
- The system allows partial searches for patient first name, patient last name, and patient address fields.
- Partial searches will return results that begin with the criteria specified, as well as metaphone matches for patient first name and patient last name.
  - For example, if a partial search is performed on the name John, the system will return John, Johnathan, Johnny, and Jenny. Johnny and Johnathan match John partially and Jenny is a metaphone match for John.
- Exact searches will only return results that exactly match the search criteria provided.
- Search Period/Date Range must be within the last 24 months.

CURES RECOMMENDATIONS FOR BEST PRACTICES

For best practices, CURES suggests including the following minimum search criteria:
1. First three letters of the patient's first name*
2. First three letters of the patient's last name*
3. Partial Match Search Mode

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Using this search method should assist you in finding the patient's Controlled Substance dispensation history in cases where the reporting pharmacy may have reported a different spelling of the patient's name.

*Note: Only applicable when name contains more than three characters.

INTERSTATE FUNCTIONALITY

CURES has the capability to search Other States' Prescription Drug Monitoring Programs (PDMP). However, only authorized roles and license types will be able to utilize this feature.

The following rules apply to Interstate Searches:
- Patient Last Name, First Name, and Date of Birth are required.
- Search Period/Date Range must be within the last 24 months.

Each State that CURES is able to search only permits certain CURES Users to search.

PATIENT ACTIVITY REPORT

Prescriber-Users, Pharmacist-Users, Non-DEA Practitioner-Users, and Delegate-Users can generate Patient Activity Reports. These reports contain the Controlled Substances dispensation history of the patients selected in the Patient Activity Results section. The Patient Activity Results section allows the user to view the patients whose Controlled Substance dispensations have been reported to CURES or other state PDMP(s) searched, for the time period searched, based on the criteria provided.

Delegate-Users are required to select the Authorizing User on whose behalf they are performing a Patient Activity Report search.

The Patient Activity Results Panel contains the following sections:

- California Patients found
- California Animal Patients found
- Interstate Patients found
- Interstate Animal Patients found

The Patient Activity Report includes:

- Patient last name
- Patient first name
- Patient Middle name
- Patient date of birth
- Patient gender
- Patient address
- Contract status
- Number of prescriptions
- State PDMP
- Date sold

- Date filled
- Drug name[3]
- Drug form
- Drug strength
- Quantity
- Days supply
- Daily MME[1]
- Total MME
- Prescription number
- Refill number
- Number of authorized refills
- Prescriber name
- Prescriber DEA Number
- Prescriber City
- Pharmacy name[2]
- Pharmacy number[2]
- Pharmacy Address[2]
- Pharmacy Rx #
- Payment Method
- Prescription Form Serial Number

Note: The subscript "A" will be displayed with the prescription record if it is associated with an animal record. The subscript "C" indicates a compound drug.

Note (1): Daily MME will be rounded to the tenth decimal place. Whole numbers will be represented as a decimal (Example: 48.67→ 48.7, 32 → 32.0)

Note (2): For Direct Dispensations, the fields for Pharmacy name, number, and address will display the Prescriber name, DEA number, and address respectively.

Note (3): When the National Drug Code (NDC) is not recognized by the system, the NDC is displayed instead of the drug name.

TO SEARCH PATIENT ACTIVITY REPORT(S)

1. Log in to CURES
2. Select "Patient Activity" from the global navigation or run a Patient Activity Search from the Dashboard System navigates to the "Patient Activity Search" page
3. Select a Saved Search or enter the patient's last name and/or patient's first name and the patient's exact Date of Birth.
4. Select "Search"
   a. If no Patient Identities are returned from CURES, the "Search Summary" button will appear. User can then download a "Search Summary" which states no patients were returned for the entered criteria. The search results will display a list of Patient Identities that have Controlled Substance prescription dispensations reported to CURES for the time period searched, based on the criteria provided.

Patient Activity Search

All fields are required, unless marked as "optional."

Your Saved Searches

Select one ▾

────────────────────── **(or)** ──────────────────────

At minimum, you must enter either a partial **Last Name** or **First Name**, and the exact **Date of Birth** in order to search patient records.

The CURES default search period is 12 months. To search using a different time frame or date range, expand the **Advanced Search Options**.

Last Name

TEST   **(and/or)**   **First Name**

                                                        TEST

          Date of Birth

(and)   01/01/1900

          Must be exact.

Expand Advanced Search Options ⌄

Date Range: ● Time Period ○ Date Range   **Type of Search:** ● Partial Match ○ Exact Match

12 Months   × ▾

By executing this search, I understand the CURES Terms and Conditions governing CURES access and use.

Search   **Save Search**   Clear

CURES Patients

Select at least **1** patient from the table(s) below to generate a report.

Patients Found Matching Search Criteria: 0

No results found in California. To search this patient in other states, select Search Other States.

Download Search Summary

5. Select "Add Interstate Search" to search the Other State's PDMPs. If your License Type and Role are authorized by another state, you have the ability to search that state.
   i. Select the other state to search.
   ii. Enter patient's first and last name. Or if a patient(s) is selected from the search results of California, select the "Select Patient" option to select a patient from the dropdown.
      1. Date of Birth will be the same as what was entered in the previous step.
   iii. Select "Add Patient"

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Add Interstate Patient Identity

Which State PDMP(s) Do You Want to Search?

Patient records may be searched from the Prescription Drug Monitoring Programs (PDMPs) of the states listed below.

☐ Select All Available States
    ☐ **Bordering States**
        ☐ Arizona (AZ) coming soon
        ☐ Nevada (NV) coming soon
        ☐ Oregon (OR)

Patient Information

You must select a patient name or enter the patient's full **Last Name** and **First Name** in order to search for the patient's records in another state. Additional time may be required to receive results from other state PDMPs.

Search By: ○ Select Patient ● Enter Patient Name

Last Name
[   ]
Must be exact.

First Name
[   ]
Must be exact.

Date of Birth
01/01/2000

[**Add Patient**]   Cancel

6. To generate a report, a user must select at least one Patient Identity from the results by selecting the checkbox

At minimum, you must enter either a partial **Last Name** or **First Name**, and the exact **Date of Birth** in order to search patient records.

The CURES default search period is 12 months. To search using a different time frame or date range, expand the **Advanced Search Options**.

Last Name
[████]   (and/or)

First Name
[████]

(and) **Date of Birth**
[████]
Must be exact.

Expand Advanced Search Options ⌄

Date Range: ● Time Period ○ Date Range   **Type of Search:** ● Partial Match ○ Exact Match

[12 Months × ▼]

By executing this search, I understand the CURES Terms and Conditions governing CURES access and use.

[Search] [Save Search] Clear

CURES Patients

Select at least **1** patient from the table(s) below to generate a report.

Patients Found Matching Search Criteria: 3

Select Patient	Patient Information	Patient Address	Number of Prescriptions	Patient/Provider Contract ⓘ
Select All ☑	████ Gender: Male	████	9	No Patient/Provider Contract Expired Contracts ▣
☐	████ Gender: Male	████	2	No Patient/Provider Contract Expired Contracts ▣
☐	████ Gender: Male	████	3	No Patient/Provider Contract

7. Select "Generate Report"
    a. If another State was queried and the search is still ongoing when "Generate Report" was selected, a warning message will appear stating that generating the report will cancel the ongoing state query.
8. System navigates to the "Patient Activity Report" page
    a. The following panels will be displayed
        i.   Prescribers Associated with Patient Identities | Peer-to-Peer Messaging – a list of prescribers or prescribing pharmacists who have prescribed to the selected patient(s)
        ii. Patient Identities Selected – The Patient Identities selected from the Patient Activity Search Results panel.
        iii. State Prescription Record Status[*] – The status of the interstate request(s)
        iv. The prescription records of the selected Patient Identities will be displayed
    b. The option to Download the .csv or .pdf of the Patient Activity Report is provided

Note: Will only display if another PDMP is included in search.

MANAGE SAVED SEARCHES

CURES provides the ability for Prescriber-Users, Pharmacist-Users, Non-DEA Practitioner-Users, and Delegate-Users to save patient search criteria and access saved searches on the Manage Saved Searches page. Saved searches will be sorted by Last name, First Name, and Date of Birth by default.

TO SAVE SEARCH CRITERIA

1. Log in to CURES
2. Select "Patient Activity" from the global navigation
3. Select "Patient Activity Search" from the dropdown
4. System navigates to the "Patient Activity Search" page

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5. Enter desired search criteria
6. Select "Search"
7. The Patient Activity Results Panel will display
8. Select "Save Search"
9. System displays the "Save Patient Activity Search Settings" window
10. Depending on the previously entered search criteria , the information below will appear on the "Save Patient Activity Search Criteria" window:
    a. Patient Information
        i. Last Name
        ii. First Name
        iii. Date of birth
        iv. Gender
        v. Address
        vi. City
        vii. State
        viii. Zip code
    b. Search Settings
        i. Search by Time Period
        ii. Search by Date Range
        iii. Type of Search
11. User may enter the name of the saved search. (The default name of the search will be last name, first name and Date of Birth of the searched patient, but the User can change it).
12. Select "Save Search"

TO REMOVE SAVED SEARCHES

1. Log in to CURES
2. Select "Patient Activity" from the global navigation
3. Select "Saved Searches" from the drop down menu
4. System navigates to the "Saved Searches" page
    a. A list of saved searches will display on the page.
5. Select the checkbox next to the saved search that is to be removed
6. Select "Remove Search(es)"
7. System displays the "Remove Saved Search" window
8. The name of the saved search will display
9. Select "Remove Search(es)"

PATIENT ACTIVITY REPORT- VETERINARIANS

Veterinarians can access Patient Activity Reports for their animal patients only. Veterinarians are not permitted to view human Controlled Substance prescription dispensations. These reports contain the Controlled Substance dispensation history of the animal patients selected in the Patient Activity Results Panel.

The Patient Activity Report for an animal patient includes:

- Animal patient owner's last name
- Animal patient owner's first name
- Animal patient owner's middle name
- Animal patient owner's date of birth

- Animal patient owner's gender
- Animal patient owner's address
- Number of prescriptions
- State PDMP
- Date sold
- Date filled
- Drug name
- Drug form
- Drug strength
- Quantity
- Days supply
- Daily MME
- Total MME
- Prescription number
- Refill number
- Number of authorized refills
- Prescriber name
- Prescriber DEA Number
- Prescriber City
- Pharmacy name
- Pharmacy license number
- Pharmacy Address
- Pharmacy RX #
- Payment method

Prescription form serial number

TO SEARCH PATIENT ACTIVITY REPORT(S)

1. Log in to CURES
2. Select "Patient Activity" from the global navigation or run a Patient Activity Search from the Dashboard System navigates to the "Patient Activity Search" page
3. Select a Saved Search or enter the patient's last name and/or patient's first name and the patient's exact Date of Birth
4. Select "Search"
   a. The search results will display a list of Patient Identities that have Controlled Substance prescription dispensations reported to CURES for the time period searched, based on the criteria provided.
5. To generate a report, a user must select at least one Patient Identity from the results by selecting the checkbox
6. Select "Generate Report"
7. System navigates to the "Patient Activity Report" page
   a. The following panels will be displayed
      i. Prescribers Associated with Patient Identities | Peer-to-Peer Messaging – a list of prescribers or prescribing pharmacists who have prescribed to the selected patient(s)

       ii.   Patient Identities Selected – The Patient Identities selected from the Patient Activity Search Results panel.

      iii.   State Prescription Record Status[*]– The status of the interstate request(s)

      iv.   The prescription records of the selected Patient Identities will be displayed

   b.   The option to Download the .csv or .pdf of the Patient Activity Report is provided

       i.   If another PDMP was queried, upon selecting Download CSV/PDF, a popup will display informing the user that they are opting to Download CSV/PDF while Interstate Responses are still outstanding, if this applies. The download will only contain data that is currently available.

Note: Will display if another State PDMP is included in search and State is available to search.

The information displayed on downloaded Patient Activity Report includes:

- Table ID
- State PDMP
- Last Name
- First Name
- Middle Name
- Date of Birth
- Gender
- Animal Name
- Address
- City
- State
- Zip Code
- Date Filled
- Date Sold
- Drug Name[4]
- Compound Drug[1]
- Refills
- Strength
- Form
- Days Supply
- Quantity
- Daily MME[2]
- Total MME
- Payment
- Prescriber Name
- Prescriber DEA
- Prescriber City
- Serialized Rx Number
- Pharmacy Name[3]
- Pharmacy Number[3]
- Pharmacy Address[1][3]
- Pharmacy City

- Pharmacy State[1]
- Pharmacy Zip Code[1]

Pharmacy Rx Number

Note (1): Indicates that this field is only present on the .csv download

Note (2): Daily MME is rounded to the tenth decimal place. Whole numbers are represented as a decimal.

Note (3): For Direct Dispensations, Pharmacy name, number, and address will display Prescriber name, DEA number, and address.

Note (4): If the National Drug Code (NDC) is not recognized by the system, the NDC is displayed instead of the drug name.

MANAGE SAVED SEARCHES – VETERINARIANS

CURES provides the ability for Veterinarian Prescriber-Users, to save patient search criteria and access saved searches on the Manage Saved Searches page. Saved searches will be sorted by Last name, First Name, and Date of Birth by default.

TO SAVE SEARCH CRITERIA – VETERINARIANS

1. Log in to CURES
2. Select "Patient Activity" from the global navigation
3. System navigates to the Patient Activity Search page
4. Enter the Animal's Owner information as the search criteria
5. Optionally enter the Animal Name in the provided field
6. Select "Search"
7. The Patient Activity Results Panel will display
8. Select "Save Search"
9. System displays the "Save Patient Activity Search Criteria" window
10. Depending on the previously selected search criteria, the information below will appear on the Save Patient Activity Search Criteria window:
    a. Patient Information (i.e., Animal owner)
        i. Animal owner's last name
        ii. Animal owner's first name
        iii. Animal owner's date of birth
        iv. Animal name
        v. Animal owner's gender
        vi. Animal owner's address
        vii. Animal owner's city
        viii. Animal owner's state
        ix. Animal owner's zip code
    b. Search Settings
        i. Search by Time Period
        ii. Search by Date Range
        iii. Type of Search
11. User may enter the name of the saved search. The default name of the search will be the Animal Owner's Last Name, First Name and Date of Birth, but the User can change it.
12. Select "Save Search"

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TO REMOVE SAVED SEARCHES- VETERINARIANS

1. Log in to CURES
2. Select "Patient Activity" from the global navigation
3. Select "Saved Searches" from the drop down menu
4. System navigates to the "Saved Searches" page
   a. A list of saved searches will display on the page
5. Select the checkbox next to the saved search that is to be removed
6. Select "Remove Search(es)"
7. System displays the "Remove Saved Search" window
8. The name of the saved search will display
9. Select "Remove Search(es)"

DELEGATE MANAGEMENT

Authorizing Users, i.e. Prescriber-Users, Pharmacist-Users, and Non-DEA Practitioner-Users, have the ability to establish Delegate associations and audit Delegate transactions conducted on behalf of the authorizing user. Authorizing Users and Delegate-Users can have up to 50 Active, Scheduled, or Pending Delegate Associations.

Delegates are CURES users who have the authority to query and access Patient Activity Reports from the CURES database on behalf of their associated Authorizing Users. Delegates may also query Other States if the Other State has approved.

Note: Delegates cannot register for CURES unless the applicant receives a Delegate association request from an Authorizing User. Do not attempt to manually add additional delegate profiles to your account.

On the Manage Delegates page, users can type information into individual columns to filter results.

DELEGATE ASSOCIATION INVITATION

When an Authorizing User wants to add a Delegate Association, they will follow these steps:
1. Log in to CURES
2. Select "My Profile" from global navigation
3. Select "Manage Delegates" section from the drop down
4. System navigates to the "Manage Delegates" page
5. Select the "Add Delegate" button located on the right-hand corner of the Page
6. System opens the "Add Delegate Agreement" window
   a. Certify that an agreement is in place
   b. *Enter the required fields:
      i. Delegate Last Name
      ii. Delegate First Name
      iii. Delegate Email Address
      iv. Term of Agreement
   c. Certify and agree to the CURES Terms and Conditions
7. Select on the "Submit" button

*Note: If the Delegate is a CURES user, the Last Name, First Name, and Email Address must match the Delegate-User's CURES profile

   a. The "Manage Delegates" page will reflect the Delegate Status as "Request Sent"
      i. (Existing Delegate) The Delegate will receive an email and will have 14 calendar days to enter the Delegate invitation PIN on their Dashboard
      ii. (New Delegate) The recipient of the association request will receive an email and will have 14 calendar days to complete a Delegate registration application.

Once the Delegate applicant has received the association request, the applicant will follow the Delegate Registration process.

DELEGATE REGISTRATION

If the Delegate applicant has an **existing** Delegate profile, they should complete the following steps:
1. Log in to CURES
2. Enter the unique code provided in the association request email in the "Add Delegate Association" field on their CURES Dashboard.

If the Delegate applicant does not have an existing Delegate profile, they should complete the following steps:

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1. The applicant will select the unique registration link.
    a. The applicant will fill in their "Personal Identity Verification"
        i. First Name at Birth
        ii. Last Name at Birth
        iii. Mother's Maiden Name
        iv. City of Birth
        v. Date of Birth
    b. Complete Captcha verification
    c. Select "Verify" to continue
    Note: The system will check if the applicant already has a CURES profile and will inform the applicant if that is the case.

2. The applicant must provide the following information:
    a. Personal Information
        i. First Name
        ii. Last Name
    b. Contact Information
        i. Primary phone number
        ii. Primary address
    c. Security Information
        i. Password
        ii. Help Desk Questions
    d. Agree to the Terms and Conditions of CURES

Note: An email notification will be sent to Authorizing User and the Delegate once the registration is completed. Once registration is completed, the Delegate's account will be active immediately.

DELEGATE REQUESTING ASSOCIATION

Delegate-Users may request to be associated to an Authorizing User by completing the following steps:
1. Log in to CURES
2. Select "My Profile" from global navigation
3. Select "Manage Associations" section from the drop down
4. System navigates to the "Manage Associations" page
5. Select the "Request Delegate Association" button located on the top right-hand corner of the page
    a. The "Request Delegate Association" button will be disabled if the delegate-user has 50 Active, Scheduled, or Pending Delegate Associations
6. System navigates to the "Request a Delegate Association" window
    a. Enter the following:
        i. Licensing State
        ii. Licensing Board
        iii. Category of Licensure
        iv. State license Number
7. The name of the Authorizing User found will display
8. Select the "Submit" button

CANCEL A DELEGATE ASSOCIATION

To cancel a Delegate association, use the following steps:
1. Log in to CURES

2. Select "My Profile" from global navigation
3. Select "Manage Delegates " or "Manage Associations" from the drop down menu
4. System navigates to the "Manage Delegates" or "Manage Associations" page
5. Select the "Cancel" link for the association that will be canceled
6. System displays the "Cancel Delegate Association" window

a. The window will display information about the delegate association.
b. Confirm the canceling of their delegate association.
7. Select the "Yes, Cancel" button to cancel the association.

DELEGATE AUDIT REPORT

Authorizing Users have the ability to audit the patient activity searches completed on their behalf by their associated Delegate-User(s). This feature allows the Authorizing User to review the appropriateness of the searches made by any of their associated Delegates.

To complete a Delegate Audit Report use the follow steps:

1. Log in to CURES
2. Select "Patient Activity" from global navigation
3. Select "Audit Delegate Searches" from the drop-down menu
4. System navigates to the "Delegate Audit Report Search" page

5. Enter the following search criteria:
    a. Audit Period
    b. Delegate Name
        i. Select at least one delegate
6. Select "Search"
7. The "Delegates Found Matching Search Criteria" panel will display
8. User must select at least one Delegate profile from the table to generate a report by selecting the checkbox
9. Select "Generate Report"

10. System navigates to the "Delegate Audit Report" page
    a. The following information will display
        i. Total Delegates Selected
        ii. Total Patient Activity Searches Conducted
11. The option to Download the .csv or .pdf of the Delegate Audit Report is provided

DELEGATE AUDIT REPORT – GENERATED PATIENT ACTIVITY REPORT (PAR) PATIENT IDENTITIES

Authorizing Users have the ability to view Patient Identities that their delegate generated.

1. The option to view Patient Identities that were generated will display to the right of the Patient Activity Report column
2. Select "View"

3. System navigates to "Delegate Audit Report – Generated PAR Patient Identities" page
4. The following information will be displayed
   a. Submitted Patient Activity Search Criteria
      i. Time Period or Date Range
      ii. Search Mode
      iii. Patient Information
   b. Generated Patient Identities for the search that was selected will be displayed
      i. If an Animal Patient was generated, Animal Name will be in results
5. The option to Download the .csv or .pdf of the Delegate Audit Report – Generated PAR Patient Identities is provided

DELEGATE AUDIT NOTIFICATION EMAIL

An Authorizing User will receive an email notification regarding the patient activity searches performed by their Delegate-User(s), on their behalf during the previous month. The Delegate audit notification email will include the following information:

1. Number of Delegates Associated
2. Number of Delegates that performed searches
3. Number of patient activity searches performed

LIST OF PATIENTS

Prescriber-Users, Prescribing Pharmacists, and CURES Users that were formerly Prescriber-Users or Prescribing Pharmacists, may access a list of patients for whom that user is listed as a prescriber in the CURES database. The List of Patients may be obtained for the DEA numbers declared on the user's profile.

Follow these steps to generate a list of patients:

1. Log in to CURES
2. Select "Patient Activity" from the global navigation
3. Select "List of Patients" from the drop down menu
4. System navigates to the "List of Patients" page
5. Select the desired DEA number(s)
6. Select the time period or date range for the search (maximum of 24 months)
7. Select "Generate List of Patients"
8. A list of patients will be displayed.

The option to sort patients by DEA number or patient name will be displayed.

CONTRACT MANAGEMENT-PRESCRIBERS AND PRESCRIBING PHARMACISTS

CURES provides the ability for Prescriber-Users and Prescribing Pharmacists, excluding Veterinarians, to set a Patient/Provider Contract with a patient through the Patient Activity Search.

Through CURES, Prescriber-Users and Prescribing Pharmacists have the capability to make other Prescriber-Users, Pharmacist-Users, and Non-DEA Practitioner-Users aware of a treatment exclusivity contract with a specific patient identity whenever that patient is queried in CURES.

If a contract already exists, the user can view Provider and contract information associated with a specific patient record.

ADD PATIENT/PROVIDER CONTRACT(S)

Follow these steps to add a Patient/Provider Contract:
1. Log in to CURES
2. Select "Patient Activity" from the global navigation or run a Patient Activity Search from the Dashboard
3. System navigates to the Patient Activity Search page
4. Select "Search"
5. The patient activity results will display a list of Patient Identities based off the search criteria provided, whose Controlled Substance prescription dispensations have been reported to CURES, and fall within the submitted search period.
6. The "Add Contract(s)" button will be enabled when an available patient identity is selected by selecting the checkbox
7. Select "Add Contract(s)"
8. System displays to the "Add Patient/Provider Contract(s)" window
9. Select an effective date and expiration date for the contract.
   a. The effective date can be up to 364 days in the past
   b. The expiration date can be up to one year from the effective date
10. Select "Add Contract" button

REMOVE PATIENT/PROVIDER CONTRACT(S)

CURES provides multiple options for a user to remove their Patient/Provider Contract:

Option 1

1. Log in to CURES
2. Select "Patient Activity" from the global navigation or run a Patient Activity Search from the Dashboard
3. System navigates to the Patient Activity Search page
4. Enter desired search criteria then select "Search"
5. The patient activity results will display
   a. A list of Patient Identities that have prescriptions for the time period searched based on the criteria provided will display
6. The "Remove Contract(s)" button will be enabled when an associated patient identity is selected by selecting the checkbox
7. Select "Remove Contract(s)"
8. System displays the "Remove Your Contract(s)" windowSelect "Remove Contract(s)"

Option 2

1. Log in to CURES
2. Select "Patient Activity" from the global navigation
3. Select "Patient Contracts" from the drop down menu
4. System navigates to the "Patient/Provider Contracts" page
5. Under the "Contract Expiration" column, the User may click the "Cancel Contract" link.
6. System displays the "Remove Your Contract(s)" windowSelect "Remove Contract(s)"

VIEW MY CONTRACTS

Follow these steps to View Contracts:

1. Log in to CURES
2. Select "Patient Activity" from the global navigation
3. Select "Patient Contracts" from the drop down menu
4. System navigates to the "Patient/Provider Contracts" page
5. A list of the user's Patient Contracts will display

Note: Non-DEA Practitioners and Pharmacist-Users who previously held an active DEA may access the Patient/Provider Contracts page.

PATIENT/PROVIDER CONTRACT NOTIFICATION

A Prescriber-User or Prescribing Pharmacist that has a Patient/Provider Contract with a patient, will receive an email notification when another Prescriber-User, Prescribing Pharmacist, or Delegate-User on their behalf performs a patient activity search on that patient. This notification can also be found in the Peer-to-Peer Messages page.

PEER MESSAGES

Prescriber-Users, Pharmacist-Users, and Non DEA Practitioner-Users will have the ability to send messages to other CURES users who have prescribed to the searched patient within the timeframe used for the patient activity search.

Current and previously identified Prescriber-Users and Prescribing Pharmacists will have the ability to receive messages from other CURES users who have searched patients that the Prescriber-User or Prescribing Pharmacist has prescribed to, and that Controlled Substance prescription is included in the Patient Activity Report.

This allows Prescriber-Users, Pharmacist-Users, and Non DEA Practitioner-Users to potentially communicate to the prescriber of a patient under their care to better understand their patient's health situation and history.

SEND PEER MESSAGES

1. Log in to CURES
2. Select "Patient Activity" from the global navigation
3. Select "Patient Activity Search" from dropdown
4. System navigates to the "Patient Activity Search" page
5. Enter desired search criteria
6. Select "Search"
7. The patient activity results will display
   a. A list of Patient Identities that have prescriptions for the time period searched based on the criteria provided will display
8. User must select at least one patient identity from the results to generate a report by selecting the checkbox
9. Select "Generate Report"
10. System navigates to the "Patient Activity Report" page
11. Expand the Prescribers Associated with Patient Identities panel
12. A list of prescribers or prescribing pharmacists who have prescribed to the selected patient(s) will be displayed and can be selected to send a Peer message if they are available

VIEW PEER MESSAGES

1. Log in to CURES
2. Select the "View Messages" feature from dashboard or Select "Peer Messages" from the "Patient Activity" tab on the global navigation
3. System navigates to the "Peer Messages" page
4. Click on the row of the message to expand the message.
   a. The "Peer Messages" page displays the following information:
      i. Date Sent (MM/DD/YYYY HH:MM)
      ii. Patient Information (First Name, Middle Name, Last Name, and Gender)
      iii. Patient DOB (MM/DD/YYYY)
      iv. Address (Address, City, State, and Zip Code)
      v. Sent By (First Name and Last Name)

Peer Messages

View: All Messages ▼

0 Unread Message(s)

Total Messages: 3

Date Sent ▲	Patient Information ⬍	Patient DOB ⬍	Address ⬍	Sent By ⬍	Select Select All	
07/22/2022	TEST, TEST	01/01/2001	SACRAMENTO, CA 95816	CURES	☐	❯
07/28/2022	TEST, TEST	01/01/2001	SACRAMENTO, CA 95816	CURES	☐	❯
08/08/2022	TEST, TEST	01/01/2001	SACRAMENTO, CA 95816	CURES	☐	❯

Delete Message(s)

DELETE PEER MESSAGES

1. Log in to CURES
2. Select the "View Messages" feature from dashboard or Select "Peer Messages" from the "Patient Activity" tab on the global navigation
3. System navigates to the "Peer Messages" page
4. To delete the message(s), select the checkbox(es) under the Delete column or select the "Select All" link
5. Select the "Delete Message(s)" button
6. System displays the "Delete Peer Message" window

Select the "Yes, Delete" button to delete the message(s)

PRESCRIPTION FORM(S) THEFT/LOSS REPORTS

The Prescription Form(s) Theft/Loss Report is the Web-form that Prescribers and Prescribing Pharmacists are required to submit to the California Department of Justice if a theft or loss of a California Controlled Substance prescription form has occurred.

Prescription Form Theft/Loss

My Submitted Prescription Form Theft/Loss Reports   **Report Rx Form Theft/Loss**

You have 0 submitted Theft/Loss Reports to CURES.

Prescriber Information ⇕	Prescription Form Serial Number(s) ⇕	Theft Loss Details ⇕	Location of Theft/Loss ⇕
No data to display			

REPORT STOLEN OR LOST PRESCRIPTION FORM(S)

Prescribers and Prescribing Pharmacists can submit Prescription Form Theft/Loss Reports.
1. Log in to CURES
2. Select "Rx Form Theft/Loss" from the global navigation
3. Select "Report Rx Form Theft/Loss" from the drop down menu
4. System navigates to "Report Stolen or Lost Prescription Forms(s)" page
5. The following fields will be available on the page
   a. Reporter Information
      i. Last Name
      ii. First Name
      iii. Category of Licensure
      iv. License Number
      v. DEA Number(s) - the DEA number(s) associated with the user's account will be shown
   b. Prescription Form Theft/Loss Details
      i. Type of Theft/Loss
         1. If Other is specified a description field is provided
      ii. Approximate Date of Theft/Loss
      iii. Description of Theft/Loss
      iv. Location of Theft/Loss
         1. Address
         2. Zip Code or City, State, and County
      v. Delivery Information (Will display if "Lost in Shipment" is selected for Type of Theft or Loss)
         1. Are shipping details known? Yes or No
            a. If "Yes" is selected, the following fields will display
               i. Shipping Company Name
                  1. If Other is specified a description field is provided

             ii.   Tracking Number
           iii.   Delivery Address
1. Address
2. Zip Code or City and State

    c.   Prescription Form Information
        i.   Starting Serial Number
        ii.   Ending Serial Number (Will display if full "Starting Serial Number" is entered)
       iii.   Approximate Number of Forms Stolen/Lost
       iv.   Prescription Form Type
1. Person
2. Group (For Group Prescription Forms, all Prescribers must submit their own individual Prescription Form Theft/Loss Report to CURES)
3. Institutional
        v.   Institution Name (Will display if Institutional is selected)
1. Are you the Designated Prescriber for the prescription Form (s)? Yes or No
       vi.   Designated Prescriber information (Will display if Institutional Prescription Form is selected and User is not the Designated Prescriber)
1. First name
2. Last name
3. DEA Number (must be exact)
    d.   Law Enforcement Report Information
        i.   Was the theft or loss reported to Law Enforcement? Yes or No
        ii.   If yes, enter the following information about the Law Enforcement Agency
1. Law Enforcement Agency name
2. Report Number
3. County Reported In
4. Date Reported
    e.   Supporting Documents (optional) - The User can upload a document from their browser
6. Select "Continue" to review the Prescription Form Theft/Loss Report details
7. System navigates to the "Review - Stolen/Lost Prescription Form Report" window
8. Review and edit the Stolen/Lost Prescription Form Report before submitting the report
9. Select "Submit Theft/Loss Report"

VIEW/EDIT SUBMITTED PRESCRIPTION FORM THEFT/LOSS REPORTS

Prescribers, Pharmacists, and Non-DEA Practitioners can view their previously submitted Prescription Form Theft/Loss Reports*
1. Log in to CURES
2. Select "Rx Form Theft/Loss" from global navigation
3. Select "My Theft/Loss Reports" from the drop down menu
4. System navigates to the ""Prescription Form Theft/Loss"" window
    a.   A list of submitted Theft/Loss Reports will populate
5. User may select to view or edit individual reports by selecting the "View/Edit" link.
6. System navigates to the "Stolen/Lost Prescription Form Report Details" page.
7. User may select "edit"
8. The following fields will be editable:
    a.   Reporter Information
        i.   DEA Number(s)

1. The DEA number(s) associated with the user's account will be shown
2. An option to add an additional DEA number is provided

b. Prescription Form Theft/Loss Details
   i. Type of Theft or Loss
   ii. Approximate Date of Theft/ Loss
   iii. Description of Theft/Loss
   iv. Location of Theft/Loss
      1. Address
      2. Zip Code or City, State, and County
   v. Delivery Information (Will display if "Lost in Shipment" is selected for Type of Theft or Loss)
      1. Are shipping details known? Yes or No
         a. If "Yes" is selected, the following fields will display
            i. Shipping Company Name
            ii. Tracking Number (optional)
            iii. Delivery Address
               1. Address
               2. Zip Code or City and State

c. Prescription Form Information
   i. Starting Serial Number
   ii. Ending Serial Number (Will display if full "Starting Serial Number" is entered)
   iii. Approximate Number of Forms Stolen/Lost
   iv. Prescription Form Type
      1. Person
      2. Group (For Group Prescription Forms, all Prescribers must submit their own individual Prescription Form Theft/Loss Report to CURES)
      3. Institutional
   v. Institution Name (Will display if Institutional is selected)
      1. Are you the Designated Prescriber for the prescription Form (s)? Yes or No
   vi. Designated Prescriber information (Will display if Institutional Prescription Form)
      1. First Name
      2. Last Name
      3. DEA Number (must be exact)

d. Law Enforcement Report Information
   i. Was the theft or loss reported to Law Enforcement? Yes or No
   ii. If yes, User is required to enter the following information about the Law Enforcement Agency
      1. Law Enforcement Agency name
      2. Report Number
      3. County Reported In
      4. Date Reported

e. Supporting Documents (optional)- The User can upload a document from their browser
f. Download PDF button

*Note: Pharmacists and Non-DEA Practitioners can only view submitted prescription form theft/loss if they were previously licensed as a Prescribing Pharmacist or Prescriber respectively and submitted a Prescription Form Theft/Loss while having a CURES account.

## *CANCEL SUBMITTED PRESCRIPTION FORM THEFT/LOSS REPORTS*

Prescriber-Users and Prescribing Pharmacists can cancel Prescription Form Theft or Loss Reports.

1. Log in to CURES
2. Select "Prescription Form Theft/Loss" from global navigation
3. Select "My Theft/Loss Reports" from the drop down menu
4. System navigates to the "My Submitted Prescription Form Theft/Loss Reports" page
   a. A list of submitted Theft/Loss Reports will populate
5. Select "View/Edit" link next to the report
6. System navigates to the "Stolen/Lost Prescription Form Report Details" page.
7. Select "Cancel Theft/Loss Report" link
8. System navigates to a window confirming the cancelation of the report
9. Indicate the reason for cancelling the theft/loss report
10. Select "Cancel Report"

Note: Pharmacists and Non-DEA Practitioner-Users can contact the California Security Printer Program at SecurityPrinter@doj.ca.gov to cancel their previously reported Prescription Form Theft or Loss Reports.

SERIALIZED RX FORMS

As of January 1, 2020, every printed controlled substances prescription form must contain its own unique serial number. Security printers must submit to the DOJ specific data about the delivery of serialized prescription forms to prescribers, including the uniquely serialized number. This reported information from Security Printers assists in identifying fraudulent or stolen prescription forms.
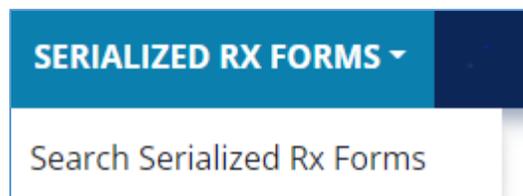
- To search Serialized Prescription Forms, a pharmacist user must provide the full **Prescription Serial Number**
- If the Prescription Form Serial Number is found, the Serialized Prescription Form Detail will provide the following:
  - Serialized Prescription Forms Found: 1
  - Prescription Form Serial Number
  - Order Information
    - Order Type (Group, Person, or Institutional)
  - Prescriber Information
    - Prescriber(s) Name
    - Prescriber(s) DEA Number

- If the Prescription Form Serial Number is associated with a Group prescription form pad, all prescribers who are a part of the Group will be listed.
  - o Prescription Form Serial Number Status
    - Prescription filled for Serial Number, or, Prescription unfilled for Serial Number
    - Theft/Loss reported, or, No Theft/Loss reported

- If the Prescription Form Serial Number is not found, the Serialized Prescription Form Detail will provide the following:
  - o Serialized Prescription Forms Found: 0
  - o Message: **No results found for the prescription form number you have entered.**

Note: A Prescription Form Serial Number displayed in the results list represents a printed form that was reported to CURES by a Security Printer. If a Serial Number you search is not found, you may want to consider contacting the prescriber to verify the prescription.

Serialized Prescription Forms Search

Enter the full **Prescription Form Serial Number** below.

Prescription Form Serial Number

AAANNNANNNNN

Must be exact.

Search   Clear

SEARCH BY PRESCRIPTION FORM SERIAL NUMBER

1. Log in to CURES
2. Select "Serialized Rx Forms" from global navigation
   a. From the drop-down of "Serialized Rx Forms", select "Search Serialized Rx Forms"
3. Enter Prescription Form Serial Number
4. Select Search
5. Results will be displayed

APPENDIX A

DEFINITIONS OF TERMS

Terms	Definitions
Active	The CURES User has access to CURES and is able to query for patient prescriptions

Annual Renewal*	The annual process by which a User updates all applicable information contained within that User's CURES profile.
Authorizing User*	A Prescriber-User, Non-DEA Practitioner-User, or Pharmacist-User who delegates authority to a Delegate to access data in CURES on behalf of the Prescriber-User, Non-DEA Practitioner-User, or Pharmacist-User.
Cancel (button)	Exit out of process of completing a form.
Cancelled/Self-Cancelled	The CURES User is disabled and now unable to access CURES.
Category of Licensure*	The title of the license issued to an individual by that individual's Licensing Board or Licensing Agency.
Clear	Clear entries within the form. User will remain within the process.
DEA Number*	The DEA Registration Certificate number issued to an individual by the United States Drug Enforcement Administration.
Delegate*	An individual to whom a Prescriber-User, Pharmacist-User or Non-DEA Practitioner-User has delegated authority to access Patient Activity Reports from CURES under Business and Professions Code section 209, subdivision (b).
Delegate-User*	A Delegate who is registered to access CURES on behalf of an Authorizing User.
Delegate Audit Report	An Ad-Hoc report that shows the Delegate's CURES query activity.
Renewal Overdue	The CURES User is due to complete the Annual Renewal process. User will need to complete the Annual Renewal to regain access.
Inactive	The Delegate User has not logged into CURES in the last 12 months. To become active again the Delegate user will need to log in and complete their annual renewal.
Institutional DEA Number*	A unique number issued by the DEA to a licensed, eligible institution that handles Controlled Substances.
Licensing Agency*	The California Department of Consumer Affairs or a licensing agency outside of California.
Licensing Board*	Each of the boards and committees established within the California Department of Consumer Affairs and identified in Business and Professions Code section 208, subdivision (d).
List of Patients*	A List of Patients generated by CURES for whom a Prescriber-User or Prescribing Pharmacist-User is identified as the prescriber in CURES. A List of Patients includes the Prescriber DEA Number, Prescriber name, Prescriber address, and the patient last name, patient first name, patient date of birth, patient gender, and patient address, as reported to CURES PDMP.
Non-DEA Practitioner*	A California licensee who holds a physician's and surgeon's certificate and is engaged in the professional practice authorized by that certificate under the jurisdiction of the appropriate Licensing Board, who does not have a DEA Registration Certificate.
Non-DEA Practitioner-User*	A Non-DEA Practitioner who is registered to access CURES.
Patient Activity Report (PAR)	A report generated by CURES of the Controlled Substance prescription dispensation history of a patient. Please refer to the Patient Activity Report section.
Patient Identity	A unique patient profile created from dispensation records reported to CURES PDMP for each distinct combination of patient first name, patient last name, patient date of birth, and patient address, and with

	which any subsequently reported dispensations that match the same combination of patient information are linked. A single patient may be associated with multiple Patient Identities due to variations in reported patient first name, patient last name, patient date of birth, and patient address.
Patient Picklist	A list of Patient Identities returned to a User when that User submits the search criteria to initiate a Patient Activity Report.
PDMP	Prescription Drug Monitoring Program.
Pharmacist*	The meaning set forth in Health and Safety Code section 11024.
Pharmacist-User*	A Pharmacist or Out-of-State Pharmacist who is registered to access CURES.
Prescriber*	A Health Care Practitioner licensed in California who possesses a valid DEA Registration Certificate.
Prescriber-User*	A Prescriber or Out-of-State Prescriber who is registered to access CURES.
Prescription Theft and Loss Report	The Web-form a Prescriber or Pharmacist is required to submit to The California Department of Justice under Health and Safety Code section 11165.3.

*Reference:
[Title 11. Law Division 1. Attorney General Chapter 8.5. The Controlled Substance Utilization Review and Evaluation System (Cures) Article 1. Chapter Definitions] 11 CCR § 820