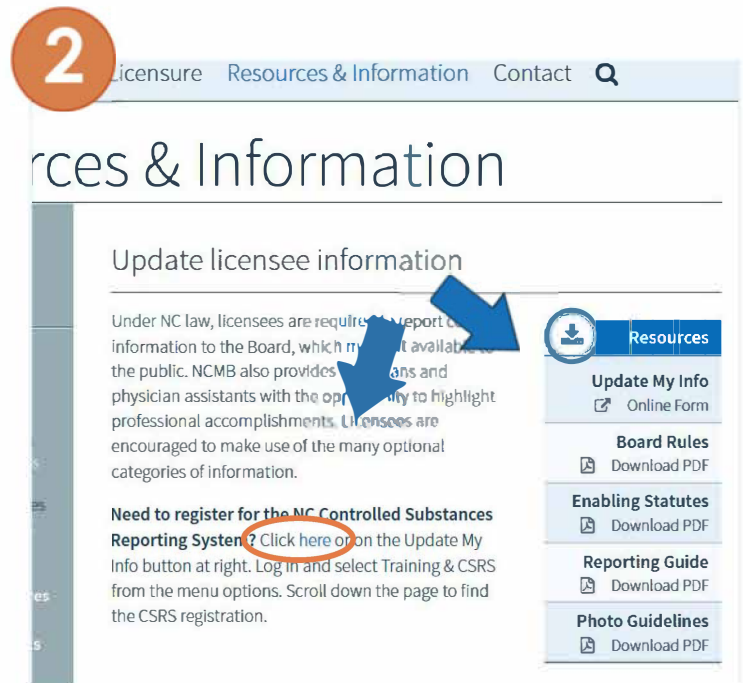


# NC CSRS REGISTRATION

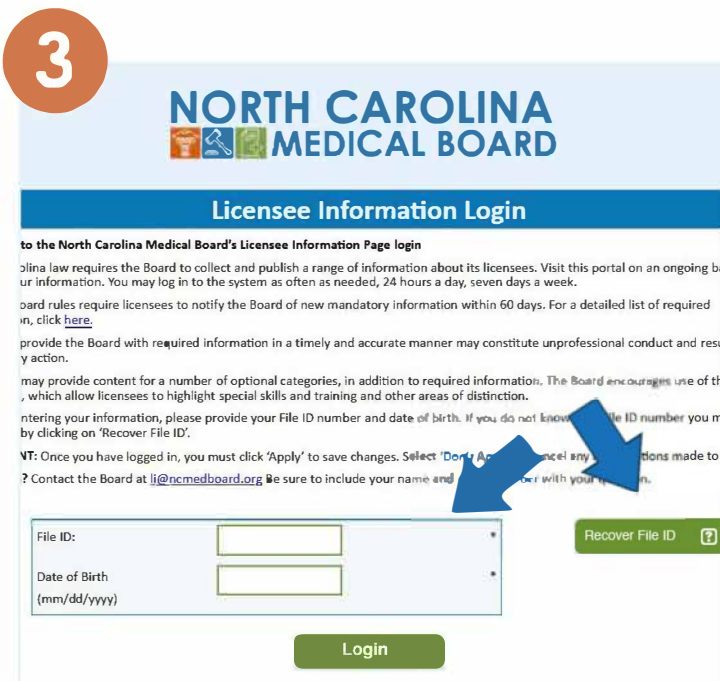
A step by step guide to registering for NC CSRS from [www.ncmedboard.org](http://www.ncmedboard.org)



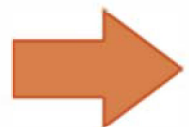
Click on picture at top or on 'Update my licensee information page' under the Resources section on the home page



Click on the link to 'Update my info' on the right side or under "Need to register for the NC Controlled Substances Reporting System"



- Log in using your file ID (certificate number) and date of birth
- If you do not have your file ID click "Recover File ID" button to the right.
- Once you have recovered your file ID copy and paste it on the previous Internet window in the File ID field along with their Date of Birth and click on Login



**4**

Countries Licensed | Memberships/Academic | Regulatory Board/Ag  
 General Information | Appts./Publications | Actions  
 Honors & Awards/Service | Preferences/CME | Felony  
 Hospital Privileges | States Licensed | Malpractice  
**Training & CSRS** | Midemeanor/DUI/DV  
 Privileges

**Training and CSRS**

You must click on 'Apply' to save any changes you have made to this page. Select 'Don't Apply' to cancel changes made to this page.

**Training**  
 List all graduate medical education programs you have participated in, including internship, residency and fellowships. Spell out the name of institution. Do not list any graduate medical education programs that you are currently enrolled in. Do not list any programs that have a future completion date.

Example:

Pitt County Memorial Hospital	Pediatrics	NC	USA	Residency	1989
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Institution	Specialty	State	Country	Training Program	Last Year of Training
Wake Forest University School	Anesthesiology	NC	USA	Residency	2001
Wake Forest University School	Cardiothoracic Anesthesiology	NC	USA	Fellowship	2002


[Add More Entries](#)

**CSRS**  
 Checking your patients' controlled substances prescription history is an invaluable tool when providing quality care. If you are not registered access the NC Controlled Substances Reporting System and wish to register at this time, please click [here](#). Then you will fill out a form to register online for the CSRS. You will receive email notification of access along with your login information within 2 weeks.

Information reported in this section will be visible to the public on the Board's website.

- Click on Training and CSRS
- On the next page, under the CSRS section, click on the link to register

**5**

**NORTH CAROLINA**  
 **MEDICAL BOARD**

North Carolina Department of Health and Human Services  
 Division of Mental Health, Developmental Disabilities and Substance Abuse Services

Controlled Substances Reporting System  
 3008 Mail Service Center  
 Raleigh, NC 27699-3008  
 Phone: (919) 733-1765

Prescriber / Dispenser Database Access

Please provide the following information. All fields are required.

Proposed Password:   
 Password must be exactly 8 characters in length containing at least one (1) capital letter and (1) lowercase letter and one (1) number.

E-mail Address:   
 Please list a personal email address, not a clinic address that is checked by anyone other than you. You will be contacted at this address to notify you when you have been approved for access (email includes confidential login information) and this email will be linked to your own individual account. It also will be used to send you patient alerts or notices from the CSRS.

DEA Number (Hospital Residents add DEA extension #):

Privacy Statement:

I have read the Privacy Statement and hereby attest that I understand that inappropriate access or disclosure of this information is a violation of North Carolina law. I hereby agree to follow the security and password policies of the NC Controlled Substances Reporting System. I agree that user account additions, deletions, and changes will be submitted in writing. I agree that I will not share my account information, login name, or password with anyone, even if they are authorized users of the program.

[Privacy Statement](#)

You will receive email confirmation (sent to the email address above) within two (2) weeks from our vendor, Health Information Designs, to notify you when you have access. This email will come from nccrs-info@hidinc.com. If you do not see an email in two (2) weeks please give us a call at 919-733-1765.

[Submit](#) [Cancel](#)

- Under the 'CSRS' section, click on the link to register
- Create an 8-character password and enter your email address
- Enter your DEA number
- After reviewing and accepting the privacy statement, click 'submit'
- You will see an acceptance message when your information has been successfully submitted to CSRS for registration.

If you are licensed by the North Carolina Nursing Board or the North Carolina Board of Pharmacy you will need to register through their Board's websites.

North Carolina Board of Nursing: [www.ncbon.com](http://www.ncbon.com)  
 North Carolina Board of Pharmacy: [www.ncbop.org](http://www.ncbop.org).