



RESPIRATORY CARE BOARD OF CALIFORNIA

3750 Rosin Court, Suite 100, Sacramento, CA 95834

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E: rcbinfo@dca.ca.gov | www.r



EMPLOYER MANDATORY REPORTING FORM

Pursuant to Business and Professions Code (B&PC) sections 3758 and 3758.6, any employer of a respiratory care practitioner (RCP) shall report to the Board any leave, resignation, suspension, or termination for cause of any practitioner in their employ and that RCP's supervisor's name, professional license type, and license number. Failure to make a report is punishable by an administrative fine of up to \$10,000 per violation. The reporting required herein shall not act as a waiver of confidentiality of medical records. The information reported or disclosed shall be kept confidential except as provided in B&PC section 800(c) and shall not be subject to discovery in civil cases. In addition, pursuant to B&PC sections 2318, 3759, and Civil Code section 43.8, no person shall incur any civil penalty as a result of making any report required.

EMPLOYER REGISTERING COMPLAINT

FULL NAME:		TITLE:
BUSINESS NAME:		
BUSINESS ADDRESS:		
TELEPHONE NUMBER:		FAX:
EMAIL:		

VIOLATION BEING REPORTED AGAINST

FULL NAME:		LICENSE NO.:
EMPLOYER:		
EMPLOYER ADDRESS:		
SUPERVISOR'S NAME:		SUPERVISOR'S LIC. NO.:
SUPERVISOR'S PHONE:		SUPERVISOR'S EMAIL:
SUSPENSION DATE:		TERMINATION DATE:

VIOLATION TYPE

Please mark the box below that best describes the type of violation committed:

- | | |
|--|--|
| <input type="checkbox"/> Unlawful Sale of Controlled Substance or Prescription | <input type="checkbox"/> Unlicensed Practice |
| <input type="checkbox"/> Patient Neglect, Physical Harm to Patient(s), or Sexual Contact with a Patient(s) | <input type="checkbox"/> Theft from Patient(s), Other Employee(s), or Employer |
| <input type="checkbox"/> Use of Controlled Substance or Alcohol | <input type="checkbox"/> Arrested or Convicted of a Criminal Offense |
| <input type="checkbox"/> Falsification of Medical Records | <input type="checkbox"/> Gross Negligence or Incompetence |
| <input type="checkbox"/> Other (please explain) _____ | |

WITNESS INFORMATION

If there are any witnesses to the incident, please provide the following information:

WITNESS NAME:	WITNESS NAME:	WITNESS NAME:
EMPLOYER:	EMPLOYER:	EMPLOYER:
TITLE:	TITLE:	TITLE:
PHONE:	PHONE:	PHONE:
EMAIL:	EMAIL:	EMAIL:

LOCATION AND DATE OF INCIDENT

LOCATION OF INCIDENT:	<input type="checkbox"/> Hospital	<input type="checkbox"/> Home	<input type="checkbox"/> Other _____
ADDRESS OF INCIDENT:			
DATE(S) OF INCIDENT:			

NOTICE ON COLLECTION OF PERSONAL INFORMATION

Collection and Use of Personal Information

The Department of Consumer Affairs (DCA) and Respiratory Care Board of California (RCB) collects the information requested on this form as authorized by Business and Professions Code sections 325 and 326 and the Information Practices Act (Civil Code section 1798 and following). The RCB uses this information to follow up on your complaint in accordance with DCA's **Privacy Policy**.

Providing Personal Information is Voluntary

You do not have to provide the personal information requested. If you do not wish to provide personal information, such as your name, home address, or home telephone number, you may remain anonymous. In that case, however, the RCB may not be able to contact you or help you resolve your complaint.

Access to Your Information

You may review the records maintained by the RCB that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information

The RCB makes every effort to protect the personal information you provide. However, in order to follow up on your complaint, the RCB may need to share the information you provided with the licensee you complained about or with other government agencies. This may include sharing any personal information you provided.

The information you provide may also be disclosed in the following circumstances:

- In response to a Public Records Act request (Government Code section 7920.000 and following), as allowed by the Information Practices Act.
- Disclosure to another government agency as required by state or federal law.
- In response to a court or administrative order, a subpoena, or a search warrant.

Contact Information

For questions about this notice or for access to your records, contact the RCB by mail at 3750 Rosin Court, Suite 100, Sacramento, CA 95834, by phone at (916) 999-2190, or by email at rcbinfo@dca.ca.gov. For questions about DCA's Privacy Policy, contact the Department of Consumer Affairs at 1625 North Market Boulevard, Sacramento, CA 95834, by phone at (800) 952-5210, or by email at dca@dca.ca.gov.