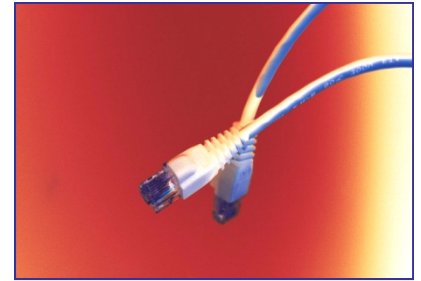


Ensuring Timely PharmaNet Connection - New and Relocating pharmacies

Opening a new pharmacy? Re-locating your current pharmacy? Be sure to notify the College of Pharmacists **at least 50 business days** before your planned opening date.

This lead time is needed for:

- the College to approve the necessary documentation and advise PharmaCare of your opening date, and
- for PharmaCare to arrange to connect your pharmacy to PharmaNet.



Step 1 – The Pharmacy contacts the College of Pharmacists of British Columbia

Before contacting PharmaCare to begin the process of connecting your pharmacy to PharmaNet, the College must:

- receive and approve all documentation related to your application for a new pharmacy (for a full list of the required documents, please refer to the *Pharmacy Licensure in British Columbia - Information Guide and Resources* document available on the College of Pharmacists of BC website at www.bcpharmacists.org/library/E-Registration_Licensure/E-3_Pharmacy/5033-Guide-CommunityPcyLicensure.pdf).
- receive payment of your license fee.

Step 2 – The College contacts PharmaCare at Health Insurance BC

Once it has approved all documentation and received your licence fees, the College notifies PharmaCare (administered by Health Insurance BC). Health Insurance BC coordinates the installation of telecommunications equipment (lines, modem and router) to a demarcation point within your pharmacy or building. The waiting period for the installation and connection normally requires 45 days of the 50 business days notice period referred to above.

Step 3 – Pharmacy prepares site for PharmaNet connection

It is the pharmacy owner's responsibility to ensure that all internal wiring, conduits and power are in place to allow connection to the pharmacy demarcation point. Depending on the distance from the demarcation point to the pharmacy, different cabling options may be appropriate. Please discuss the options with your telecommunications supplier.

Do you have questions regarding the specifications for installation of the telecommunications lines, router and modem? New pharmacies should contact the PharmaCare Information Support Coordinator, Health Insurance BC at 604-683-7151 (in Vancouver) or 1-800-663-7100 (the rest of B.C.). Relocating pharmacies can use the usual HelpDesk numbers for the PharmaNet HelpDesk.

Step 4 – Pharmacy opens and PharmaNet connection is activated

You will be authorized to open when all the pre-opening requirements have been completed and approved.

Your connection to PharmaNet is activated when the College notifies PharmaCare that it has received your signed *Acknowledgement of Completion of the Confidentiality Procedures*.