



INSTRUCTIONS

- 1. Read about restricting access to your PharmaNet record by means of a protective word. The information is available online at www.gov.bc.ca/pharmanetaccess/protectiveword.
2. Read the instructions on page 2 of this form to see if you are authorized to make this request.
3. Complete and sign this form to restrict access to your own record in PharmaNet.
4. Attach photocopies of the required identification documents. See page 2 of this form for details.
5. Mail the completed form and the photocopies to Health Insurance BC, PO Box 9688, Stn Prov Govt, Victoria BC, V8W 9P8.

1. YOUR INFORMATION

Enter the name shown on your CareCard or BC Services Card

Legal Last Name, Legal First Name, Legal Second Name, Personal Health Number (CareCard or BC Services Card), Birthdate (YYYY / MM / DD)\*, Daytime Telephone Number in B.C.

\* NOTE: If you are under 19 years of age, we will be having a discussion with you in order to confirm that you understand the nature and consequences of restricting access to your PharmaNet record.

Your Permanent Address

Address, City, Prov, Postal Code

Your Mailing Address, if different from above

Address, City, Province/State, Postal/Zip Code, Country

2. ACCESS RESTRICTION

- I want to (choose one):
- Apply a protective word to restrict access to my PharmaNet record.
- Remove the protective word to revoke the restriction I placed on my PharmaNet record.
- Replace the protective word currently on my PharmaNet record.

3. SIGNATURE

Signature and Date Signed sections for 19 YEARS OF AGE OR OLDER and UNDER 19 YEARS OF AGE

Attaching or removing a protective word is enabled under the Pharmaceutical Services Act. Personal information on this form is collected under section 26 (c) of the Freedom of Information and Protection of Privacy Act.

For more information about protective words, visit the PharmaCare website at www.gov.bc.ca/pharmanetaccess/protectiveword

## WHO MAY APPLY TO RESTRICT ACCESS TO THEIR OWN PERMANENT RECORD

You can apply to restrict access to **your own** PharmaNet record by means of a protective word if you are B.C. resident and you are either

- 19 or over, or
- under 19 years old and you are able to demonstrate that you understand the nature and consequences of applying a protective word.

## PROOF OF IDENTITY

You must provide adequate proof of identity as set forth in the table below to support your application. Send photocopies. Do NOT send originals.

ACCEPTABLE PROOF OF IDENTITY	
Document Type	Requirements/Restrictions
<b>Option 1</b>	
• BC Services Card <b>with your photo</b>	<ul style="list-style-type: none"> <li>• Must be valid (not expired)</li> <li>• Must display a recent (within 5 years) photo</li> <li>• <b>You must photocopy both sides of the card</b></li> </ul>
<b>Option 2</b>	
• BC Services Card without photo	<ul style="list-style-type: none"> <li>• Must be valid (not expired)</li> </ul>
<b>OR</b>	
• BC CareCard	
<b>AND</b> one of the following pieces of government-issued <b>photo ID</b>	
• Canadian or U.S. Driver's Licence, Learner's Licence or Enhanced Driver's Licence	<ul style="list-style-type: none"> <li>• Must be valid (not expired)</li> <li>• Must display a recent (within 5 years) photo</li> </ul>
• BC Identification (BCID) card or Enhanced Identification Card	<ul style="list-style-type: none"> <li>• Must be valid (not expired)</li> <li>• Must display a recent (within 5 years) photo</li> </ul>
• Passport (Canadian or foreign)	<ul style="list-style-type: none"> <li>• Must be valid (not expired)</li> </ul>
• Foreign Government Passport	<ul style="list-style-type: none"> <li>• Must be valid (not expired)</li> </ul>
• U.S. Passport Card	<ul style="list-style-type: none"> <li>• Must be valid (not expired)</li> </ul>
• Canadian Citizenship Card	<ul style="list-style-type: none"> <li>• Must be valid (not expired)</li> <li>• Must display a recent (within 5 years) photo</li> </ul>
• Canadian Permanent Resident Card	<ul style="list-style-type: none"> <li>• Must be valid (not expired)</li> <li>• Must display a recent (within 5 years) photo</li> </ul>
• Canadian Forces Identification	<ul style="list-style-type: none"> <li>• Must be valid (not expired)</li> <li>• Must display a recent (within 5 years) photo</li> </ul>
• Royal Canadian Mounted Police Identification	<ul style="list-style-type: none"> <li>• Must be valid (not expired)</li> <li>• Must display a recent (within 5 years) photo</li> </ul>
• Secure Certificate of Indian Status Card	<ul style="list-style-type: none"> <li>• Must be new secure version issued after 2009. Certificate of Indian Status cards issued prior to 2009 are not accepted</li> <li>• Must display a recent (within 5 years) photo</li> </ul>
• Any other credential or evidence approved by the Chief Information Officer for the Province of British Columbia	<ul style="list-style-type: none"> <li>• Where an individual is ineligible for one of the required credentials, additional credentials or evidence may be accepted where approved by the Chief Information for the Province of British Columbia as providing equivalent assurance.</li> </ul>

Source: EVIDENCE OF IDENTITY STANDARD, Office of the Chief Information Officer.

## NEXT STEPS

Once your application has been approved, Health Insurance BC will send you a letter in the mail. This letter provides instructions on what you must do to complete the process.

The letter also contains an access code which you will need to provide to the HIBC customer service representative to confirm your identity.

**REMINDER:** Once a protective word has been applied to your PharmaNet record, you will need to share that word with each health care professional before they can see your personal health information. The health care professional will have to enter the protective word into PharmaNet every time they wish to see this information.

**EMERGENCY REMOVAL:** If you are unconscious or unable to provide your protective word, hospital and emergency department practitioners may have it removed if they determine access to your PharmaNet patient profile is necessary for safe and effective treatment.

## QUESTIONS

If you have any questions about this form or acceptable proofs of identity, contact Health Insurance BC at PO Box 9688 Stn Prov Govt, Victoria BC, V8W 9P8. Lower Mainland: 604 683-7151, Rest of BC: 1 800 663-7100. [www.hibc.gov.bc.ca](http://www.hibc.gov.bc.ca)