



BC PharmaCare Newsletter

February 19, 2015 Edition 15-001

Published by the Medical Beneficiary and Pharmaceutical Services Division to provide information for British Columbia’s health care providers

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PROVIDER ENROLLMENT

Deadlines, incomplete applications and required documentation

As announced in the November 27, 2014, [PharmaCare Newsletter 14-009](#), current providers have until **March 1, 2015**, to submit their re-enrollment applications to the Ministry of Health (through Health Insurance BC) if they wish to continue to submit claims to PharmaCare.

We would like to thank those who have already submitted their applications. Many applications received were incomplete and had to be returned for additional information or documentation.

If you have not yet submitted your application, please ensure that you allow enough time to **fully complete and submit all required documentation** by **March 1, 2015**. See page 2 for more information that may assist you and your legal counsel (if applicable) in completing your application.

IMPORTANT: The Ministry must be able to review and process all applications by May 31, 2015. Any delay in receiving your fully completed application could result in your site being unable to submit claims to PharmaCare after that date.

The use of PharmaNet is not intended as a substitute for professional judgement.
Information on PharmaNet is not exhaustive and cannot be relied upon as complete.

The absence of a warning about a drug or drug combination is not an indication that the drug or drug combination is safe, appropriate or effective for any given patient.
Health care professionals should confirm information obtained from PharmaNet, and ensure no additional relevant information exists, before making patient care decisions.

Ensuring your application is complete

To avoid delays in processing, we strongly advise that you:

- Read the [PharmaCare Provider Enrollment Guide](#). The guide provides step-by-step instructions for correctly completing each field on the application form and lists the specific documentation that must accompany the form.
- Seek legal advice if you are unsure of the documentation required (e.g., BC Company Summary and/or shareholder's register). Note: If you do not have a BC Company Summary on file, you can obtain one from BC Registry Services.
- Indicate clearly on the form:
 - Provider type
 - Relevant sub-classes
 - Ownership type
- Include copies of all required documentation with your submission

To help you complete your application, we have also developed a **checklist** that outlines common mistakes in applications received to date. For your convenience, we have included the checklist with this newsletter.

PLEASE NOTE:

- Applications must be sent to the HIBC address indicated on the last page of the Provider Enrollment form. Sending applications directly to the Ministry will result in processing delays.
- If you have already sent the application to HIBC via **fax**, there is no need to **mail** a copy as well.

Update—Submitting Your Pharmacy Licence

New owners of existing pharmacies

In some cases, a new owner of an existing pharmacy may begin operating the business immediately after purchase. In these instances, recognizing that the pharmacy licence cannot be issued in advance, the Ministry has waived the requirement for submission of the pharmacy licence at the time of enrollment, provided it is received by the Ministry **within 14 days** of transfer of ownership. The notice below is the ministry's formal waiver of this requirement:

In the case of a pharmacy undergoing a change of ownership resulting from a disposition, the requirement to provide a copy of the College of Pharmacists of BC licence with the application for enrollment is waived. Instead the licence must be provided within 14 days after the change of ownership.

New pharmacies

Recognizing that the College of Pharmacists of BC will not issue a pharmacy licence well in advance of a proposed opening date, the Ministry has decided that it will review all Provider Enrollment applications for new pharmacies before the College has issued the licence. This will ensure a more expedient application review. However, please note that the new pharmacy will not be able to submit claims to PharmaCare until the Ministry has received and reviewed the pharmacy licence, and has decided whether to enroll the pharmacy as a provider.

To accommodate the new requirements for enrollments, the College has agreed to scan and email a copy of the licence directly to the Ministry within one business day of issue. The Ministry will inform the pharmacy of its decision as soon as is reasonably practical (usually the same day the licence has been issued).

For pharmacies that are currently enrolled under the PharmaCare Enrollment Agreement, the requirement to submit the pharmacy licence with the Provider Enrollment application is still in effect.