

Register a PharmaNet site in PRIME

Health authority access to PharmaNet

B.C. health authorities must register new PharmaNet site(s) in PRIME before accessing PharmaNet.

PharmaNet site

A PharmaNet site is the combination of a care setting's physical location and a PharmaNet software vendor. For example, a hospital could have multiple sites at a single physical location (emergency department, in-patient services, out-patient clinics, etc.). If care is delivered at a given location using only one vendor to access PharmaNet, there is one site to register. If the location uses two vendors to access PharmaNet, they register two sites. If they have three vendors, they register three, etc.

Steps to register a site in PRIME

A site registrar is designated as responsible for managing the site's PRIME registration. They submit the site request on the organization's behalf. They do not need to be a PharmaNet user or a regulated health professional.



1 The site registrar (see below for definition) will need:

- The [BC Services Card app](#) or Token
- The site's physical address
- The site's normal operating hours
- Name of PharmaNet software vendor
- Name of PharmaNet administrator (see below)
- Name of technical support contact (see below)



2 The site registrar [logs in to PRIME](#) and completes the registration.



3 PRIME will notify the site registrar when the technical connection from the site is active on the Ministry side. The vendor will then install the software connection to PharmaNet. Both steps must be completed before PharmaNet will be available.



4 Once advised by the software vendor that the site is active, PharmaNet users can enrol in PRIME and request setup of their local user accounts using the process the health authority or vendor has in place.

PharmaNet software vendor

Health authority facilities must select a software vendor that has been approved by the Ministry to provide the appropriate type of access to PharmaNet. For a list of approved health authority vendors, please contact the Ministry of Health at HLTH.CISSupport@gov.bc.ca.



Organization

The legal entity (healthy authority) responsible for the site.



Remote access to PharmaNet

Access to PharmaNet from outside a health authority is available to physicians and nurse practitioners only. The site must be registered in PRIME, including a signed organization agreement with a schedule that specifies the remote access required before remote access can be approved.



Health authorities must register sites immediately if they need to:

- Add or change a PharmaNet software vendor of an existing site
- Add or change the location of a site
- Add a site that is required to support remote access



Resources

- [PRIME – health authority site registration](#)
- [Quick reference guide for enrolling in PRIME](#) as an individual PharmaNet user



Functions

The people in these roles do not need to be PharmaNet users or regulated health professionals. They do have to be authorized by the health authority to act in the role.



Site registrar

- Authorized to submit the site request on the organization's behalf



Technical support contact

- May be contacted in the event of IT-related issues (e.g., malware)
- Not likely to be the site's PharmaNet software vendor, unless that vendor is familiar with the full range of software and networks in use at the site

Privacy officer

- Responsible for the site's adherence to applicable privacy and security legislation
- Will be asked to help with investigations in the event of a security breach



PharmaNet administrator

- Directly sets up individual user access to PharmaNet accounts at a site or requests other parties to do so (e.g., a software vendor or IT department)

