Register a site in PRIME

Community health practice access to PharmaNet

All private community health practices must:

- Register new site(s) before accessing PharmaNet
- Register their existing site(s) in PRIME by August 31, 2023 to maintain PharmaNet access

1 **Select a PharmaNet software vendor**

Excelleris 1-866-728-4777   **Plexia Electronic Medical Systems Inc.** 604-269-3733
iClinic Inc. 604-566-9862   **CareConnect** careconnect@phsa.ca
Medinet 1-800-737-3771

2 **Identify the site's Signing Authority and other functions**
Note: One person may perform any combination of functions. (See page 2)

3 **The Signing Authority will need:**

- The BC Services Card app
- The site's business licence
- The organization name exactly as it appears on the BC Corporate Registry
- The organization's mailing address
- The site's normal operating hours

- Name of PharmaNet software provider
- Name, address, phone number and email of the site's PharmaNet Administrator, Privacy Officer, and Technical Support Contact. (See page 2)
- Names of anyone who will access PharmaNet remotely, and the addresses where they will do so

4 **Signing Authority logs in to PRIME application, using the BC Services Card app.**

5 **Signing Authority submits registration and signs Organization Agreement for PharmaNet Access.**

Site: Combination of a health practice's physical location and the PharmaNet software vendor.

E.g. If a practice has one location that uses two vendor PharmaNet applications, it has two sites. Alternatively, if your practice has two physical locations supported by the same vendor, that is considered two sites. Each site must be registered separately.

Organization: The legal entity responsible for the site.

⊙ Next steps

PRIME will notify the Signing Authority and the vendor when the site registration is complete.

The vendor will arrange for software to be installed and sets up access accounts at the registered site for all users approved for PharmaNet access.

📶 Remote access to PharmaNet

Access to PharmaNet from outside a community health practice site is available for physicians and nurse practitioners only. The site must be registered in PRIME before remote access can be approved.

🏥 Community health clinics* should register sites immediately if they need to:

- Update its information
- Add or change a PharmaNet software vendor
- Have practitioners requesting remote access

*Dentists, podiatrists, naturopaths and optometrists must register their site once their enrolment window has begun.

🖱 Resources

- Video tutorial
- Community health practice access to PharmaNet
- Quick reference guide for enrolling in PRIME as an individual PharmaNet user

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Functions

Signing Authority

- Authorized to submit the site request on the organization's behalf
- Designated as responsible for PharmaNet activities at the site

PharmaNet Administrator

- Directly sets up individual PharmaNet access accounts at a site or has the authority to request accounts from the software vendor

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

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 full range of software in use at the site