

**POLICY STATEMENT(S):**

1. Registrants must ensure that only one PharmaNet patient record is created and maintained for each person and that only one Personal Health Number (PHN) is assigned to each person. By viewing and confirming appropriate identification documents, duplicate PHNs and patient records can be avoided.
2. Where a patient is personally known to the registrant the registrant may positively identify the patient. In cases where the patient is not known to the registrant, positive identification is best achieved by viewing one piece of primary identification or two pieces of secondary identification.

**PRIMARY IDENTIFICATION:**

- Drivers License
- Passport
- Provincial Identity card issued by the Province of BC
- Police Identity Card issued by RCMP or Municipality
- Certificate of Indian Status Card
- Permanent Resident Card issued by the Government of Canada
- B.C. Services Card

**SECONDARY IDENTIFICATION:**

- Care card issued by the Province of B.C.
- Birth Certificate
- Canadian Citizenship Card
- Record of Landing of Permanent Residency
- Work/Visitor/Study Permit issued by the Government of Canada
- Naturalization Certificate
- Marriage certificate
- Change of Name Certificate
- Identification or Discharge Certificate from External Affairs Canada or Canadian Armed Forces
- Consular Identity Card

**BACKGROUND:**

The above policy statements supplement PODSA Bylaw 36 which requires that registrants must take reasonable steps to positively identify a patient, patient's representative, registrant or a practitioner before providing any pharmacy service, including but not limited to:

- (a) establishing a patient record,
- (b) updating a patient's clinical information,
- (c) providing a printout of an in-pharmacy or requesting a PharmaNet patient record,
- (d) establishing, deleting, or changing a patient keyword,
- (e) viewing a patient record,
- (f) answering questions regarding the existence and content of a patient record,

- (g) correcting information, and
- (h) disclosing relevant patient record information to another registrant for the purpose of dispensing a drug or device, and/or for the purpose of monitoring drug use.