

**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 for a period of two years or longer, 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

**SECONDARY IDENTIFICATION:**

- Care card issued by the Province of B.C.
- Birth Certificate
- Canadian Citizenship Card
- Landed Immigrant Status papers
- 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 22(2) 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:

- Obtaining prescription services for the first time in each pharmacy.
- Transmitting requests to the College office for a printed PharmaNet patient record.
- Updating a patient's clinical information.
- Establishing, deleting or changing a patient keyword.