

NOTICE FROM THE EXECUTIVE OFFICER

October 29, 2008

Completing the New Health Network System (HNS) Agreement

The Ministry has received numerous enquiries from operators of pharmacies ("Operators") on how to complete the new Health Network System (HNS) Subscription Agreement ("New Subscription Agreement"). I am writing to you to clarify the process for completing the New Subscription Agreement. We kindly request that Operators review the information below before submitting the signed New Subscription Agreement to the Ministry.

Ensure all information is entered and completed legibly in DARK COLOURED PEN.

PENCIL should not be used to complete the agreement.

Ensure that ALL 9 PAGES are submitted to the Ministry either by fax or by mail.

Guidance for completion of items on page 1 of the New Subscription Agreement:

Pharmacy Corporate Name — refers to the legal name of the company.

c.o.b — refers to the business or trade name.

Name of Designated Manager — please include the First and Last name of the Designated Manager.

Operator Contact Information—please include full address, city, province, postal code and the area codes for the telephone and fax numbers.

CPhA #/ON# -- this is the number issued when your account with ODB was opened. This is NOT the pharmacist OCP licence number and NOT the OPA membership number.

Ministry Use Only box—please DO NOT COMPLETE as it is for Ministry use only.

Guidance for completion of items on page 9 of the New Subscription Agreement:

Operator's Corporate Name/no — same as the Pharmacy Corporate Name on page 1.

c.o.b.— same as c.o.b as on page 1.

Per — **Signature** of the person who has authority to bind the company to the agreement.

Name — First and Last name of the person who signed the agreement and has the authority to bind the company.

Title — refers to the title of the person who signed the agreement.

Date of Signature — **full date** (year-month-day) on which the agreement was signed.

The Ministry has mailed out a hardcopy of the New Subscription Agreement to all Operators who currently have a billing account under the Ontario Public Drug Programs. It is anticipated that Operators should receive the hardcopy of the agreement within the next week. If you do not receive a hardcopy you may print and complete the New Subscription Agreement from the Ministry's website at:

http://www.health.gov.on.ca/english/providers/program/drugs/opdp_eo/notices/notices_docs/pharm_op_agree_20081020.pdf

Please ensure that **all 9 pages** of the agreement are faxed or mailed. Completed and signed agreements may be returned by **facsimile to (416) 327-8123** or by mail to:

Manager, Pharmaceutical Strategy
Ontario Public Drug Programs Division
5700 Yonge Street, 3rd floor
Toronto, ON M2M 4K5

A final copy of the New Subscription Agreement with the signature of the Executive Officer will be returned by mail for your records.

Please be reminded that failure by an Operator to execute the Agreement before **January 15, 2009** will result in the suspension of that Operator's HNS account. In such cases the HNS account will be re-activated within five (5) business days of the Agreement being signed and submitted to the Ministry.

Claims may only be submitted by an Operator for reimbursement if the New Subscription Agreement is in place. Operators will not be able to make a claim through the HNS or be eligible for payment if the Operator's account is suspended.

If you have any questions about the new Agreement, please send email to:
PublicDrugPgrms.moh@ontario.ca

A future EO Notice will be issued with further questions and answers based on comments received by the ministry.

Helen Stevenson
Assistant Deputy Minister and Executive Officer
Ontario Public Drug Programs