# Obtaining a Health Commerce System (HCS) Account for *LICENSED* Medical Professionals Practitioners, Pharmacists, Nurses

Note: Do you already have a HCS account? Contact the Commerce Account Management Unit (CAMU) at 1-866-529-1890 (Option 1) to see if you already have a HCS account.

- Go to the web site below to fill out the application to request a HCS account. https://hcsteamwork1.health.state.ny.us/pub/top.html
- 2. Click the first option "Apply for an HCS Medical Professions account".

## Welcome to NYS Department of Health

## Apply for an HCS Medical Professions account

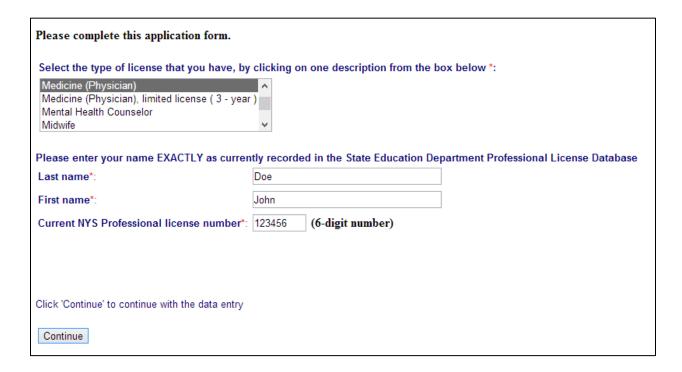
To apply for a Health Commerce System (HCS) account for prescribing and non-prescribing medical professionals.

## Apply to become a ServNY volunteer in the NYS Volunteer Program

To become a ServNY volunteer, login as a volunteer, register as a volunteer, or find out more information about becoming a medical professional volunteer.

- 3. Complete Page 1 of the application.
  - 3.1. Select your medical profession from the drop-down list.
  - 3.2. Enter your name and 6-digit license number as recorded with the NY State Education Department (SED).
  - 3.3. Click "Continue".

Note: If a request was already submitted for the same profession and license number or we cannot find your record in the SED database, you will receive an error message. Follow the instructions to correct the error.



- 4. Complete Page 2 of the application.
  - 4.1. Select whether or not you practice as part of a corporation, partnership, or proprietorship.

Note: If you select Option 1, you must provide on Page 3 of the application your **Business Entity Number that** is different from your medical license number. If you do not know your business entity number or are unsure if you are incorporated, please contact the NYS Education Department at 1-518-474-3817, or visit <a href="http://www.op.nysed.gov/opsearches.htm">http://www.op.nysed.gov/opsearches.htm</a>, scroll to the bottom of the page, select your profession, and fill in your business entity name.

4.2. Select the main reason you want access to the Health Commerce System.

Note: For access to the Prescription Monitoring Program Registry (PMP), select Controlled Substance Information (CSI) on Dispensed Prescriptions.

4.3. Click "Continue".

Last name: Doe
First name: John
Current NYS Medical license number: 123456
Check one that applies to you
■ * I am incorporated/partnership/proprietorship or a medical practice officer/director/shareholder (requires a Business Entity Number)
* I am not incorporated/partnership/proprietorship or a medical practice officer/director/shareholder (requires a license number)
* If you have any questions regarding an incorporation, partnership or proprietorship, please contact the NYS Education Department at 1-518-474-3817
Select the main reason for access:
Order Official Prescriptions (book/pad, EMR laser paper, Thermal rolls)
Important Note: To order prescriptions, practitioners must register with the NYS Official Prescription Program (OPP).  If you need to register for the OPP click here - NYS Official Prescription Registration Form (DOH-4329)  If you have further questions regarding prescription orders or registration for the OPP, please call 1-866-811-7957 option 1.
Controlled Substance Information (CSI) on Dispensed Prescriptions
O Physician Profile
Other application not listed
Click 'Continue' to continue with the data entry
Continue

5. Complete Page 3 of the application; fill in all of the required fields, and click "Continue" to submit the form.

Medical Professions Account Req	uest Form Instructions
Link to State Education Departme	ant professions seems page
LINK to State Education Departme	int professions search page
Required fields are in <b>bold</b> letters with a	an asterisk*.
First Name : John Middle : Smith	Last Name : Doe
Current NYS Medical License numb	er: 123456 License Type: Medicine (Physician)
How to look up your State Education	n Department Business Entity Number Instructions
Business Entity Number*: 60 987654	(6-digit business entity number eg. 123456)
Name of the medical practice *:	ABC Internal Medicine
Practice Address*: 110 Main St.	
City*: Albany	
State*: NY V	
Zip*: 12237	
Phone Number*: 518 123	- 4567 Ext.:
Fax Number*: 518 123	-
Fax Number: 510 123	- //054
Title :	MD (i.e. MD, DDS, DVM etc)
Driver's License number or State Issued Photo ID*:	123456789
Driver's License or Photo ID State*:	NY 🕶
DEA Number :	ab1234567 (enter your DEA number if you have one, otherwise leave it blank)
	(2 characters or numbers followed by 7 numbers)
Social Security Number *:	1234 (last 4-digits)
E-mail*:	john.doe@example.com
	(Email format: userid@host.domain)
Re enter e-mail*:	john.doe@example.com
	(Email format: userid@host.domain)
Month/Day/Year of Birth*: 01	01 1970 (Format: mm/dd/yyyy)
	Click 'Continue' when all the information is filled out
	Click 'Go Back' to go to the first page
	Continue Go Back

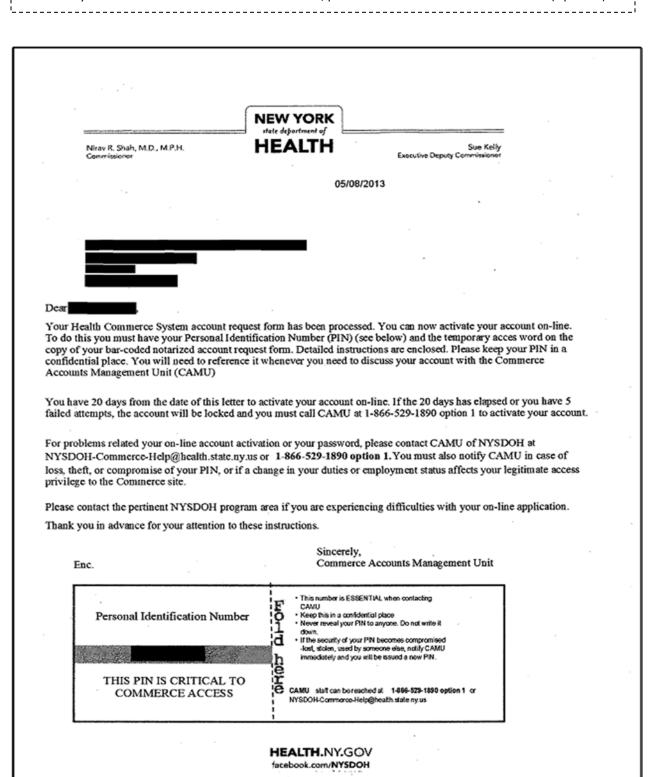
6. Your application is being processed.

- 7. If your application is accepted, you will receive an email from the NYS Health HPN RX BML within 3 days.
  - 7.1. Print HCS (HPN) document.
  - 7.2. Sign document and have it notarized.
  - 7.3. Make a copy of the HCS (HPN) document because it will contain your "Temporary Access Word", which is needed to activate your on-line account.
  - 7.4. Mail the original notarized HCS (HPN) document back to CAMU (address in lower left corner).
  - 7.5. You will also receive a document describing the security and use policies that all users must agree with in order to use the HCS (SAUP).

New York State Department of Health HPN Document		
HPN Document		
Medical Practice Agreement and Account Request  Primary Practitioner reviews lines 1 – 11		
1. Name of Medical Practice: MD / MDs as organizations / MDs as organizations		
2. State Education Department Number:		
DEA (if applicable) or     Medical Practice Address:		
City: New york State: NY Zip:		
Name of Primary Practitioner:		
Title: MD		
5. Office Telephone: Extn:Fax:		
6. Email Address:		
<ol> <li>If replacing an existing director, name of director to be replaced, his/her Commerce ID, and whether s/he needs to retain account as a user for your organization: Name:</li> </ol>	n the	
ID: Retain account?		
8. State Issued Photo ID Number: State of Issue		
9. NYS License Number: Profession: Medicine Physician		
10. Last 4 digits of SSN: DEA Number: (For Identification Purposes Only) (If applicable)		
11. NYSDOH Health Commerce ID (if one exists):		
OR Month/Day of Birth: Temporary Access Word:		
(Used to ensure a unique account)  Primary Practitioner signs on line 12. Notarization is required.		
I have read and understand the HPN Security and Use Policy for Medical Practices and the HPN Individual User Security at Policy for Medical Practices. I understand that submitting this completed document will result in my being given access to and assigned the status of HPN Coordinator. I agree that I will exercise the duties and responsibilities of an HPN Coordinat timely and effective manner. I have the authority to bind the medical practice identified above to these terms and condition agree to the terms and conditions set forth in this document. I will actively use my HPN account to execute my responsibility HPN Coordinator in a timely manner. I understand that violation of the HPN policies and procedures as stated may result in revocation of HPN access and possible legal action.	the HPN tor in a s, and I ities as	
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8. Within 2 weeks after mailing in your notarized HCS (HPN) document, you will receive a letter in the mail with your PIN number and instructions on how to activate your account.

Note: If you do not receive a letter within two weeks, please contact CAMU at 1-866-529-1890 (Option 2).



- 9. Once you have your PIN Number and Temporary Access Word you may activate your account.
  - 9.1. Go to the website: <a href="https://hcsteamwork1.health.state.ny.us/pub/cgi-bin/applinks/pubforms/olaa/activate">https://hcsteamwork1.health.state.ny.us/pub/cgi-bin/applinks/pubforms/olaa/activate</a> and enter in your information. You will be prompted to change your password at this time. Please use the "Forgotten Password" function to allow you to reset your password at any time in case you forget your password in the future. <a href="Please login to your HCS">Please login to your HCS account every 90 days to keep your account active.</a>

#### Steps to activate your Health Commerce System (HCS) account on-line

To activate your account on-line you must have your personal identification number (PIN) letter and temporary access word. found on your copy of the bar-coded notarized account request form. You have 20 days from the date of the PIN letter to complete this process. If the 20 days has elapsed or you have 5 failed attempts, the account will be locked and you must call 1-866-529-1890 option 1 to activate your account.

#### Activate your HCS account:

- Enter the following address in your browser's address bar to start the "On-Line Account Activation". https://hcsteam.workl.health.state.ny.us/pub/cgi-bin/applinks/pubforms/olaa/activate
- · Enter your last name in the "last name" field.
- · Enter your PIN in the "PIN number" field (located on the PIN letter you received with these instructions).
- Enter your temporary access word in the "temporary access word" field (located on the bar-coded notarized form).
- · Click CONTINUE.

Congratulations! You have activated your User ID:

· Make note of your User ID on top in blue (you will need it for all future HCS access)

Change your password (temporary access word):

- · Enter your User ID in the "User ID" field.
- · Enter your temporary access word in the "Password" field.
- · Click Sign In.
- · Enter your temporary access word in the "Password" field
- · Click Next.
- · Enter a new password in the "New Password" field.
- Enter the new password in the "Confirm Password" field.
- · Click Change Password.

Activate your Self-Service Forgotten Password Feature:

- Enter six of the 27 questions (you will be required to answer three when using the feature)
- · Click Save.

Your account is active!

For all future HCS access, go to this website - https://commerce.health.state.ny.us

(remember to bookmark it)

For HCS training (Coordinator or Introduction to HCS), please email the Commerce Trainers at <a href="https://hcsatte.ny.us">hcsatte.ny.us</a>.

For both security and quality of service, logs and audit trails are kept of all HCS accesses. Refer to your SAUP for details. Violation of the SAUP (e.g. sharing your confidential account information) will result in the suspension of your account privileges until executives at your organization take required remedial action. Repeat offenses may result in the permanent removal of the account.