

## Affiliating Your Pharmacy on the Health Commerce System

The Health Commerce System (HCS) is one-stop shopping for the New York State Department of Health (NYSDOH). It is a comprehensive web-based technology that supports, integrates, and secures the electronic exchange of health data and information to, from and among key partners. The Health Commerce System (HCS) is a closed network dedicated to secure data exchange with the HCS community and NYSDOH. Proper clearance is needed to gain access to the HCS.

Documents were developed to help ensure the security of data on the HCS and to help protect key partners from intrusions originating on or through the HCS. Since the HCS is a secured web site and requires authentication to sign in, every user must read the Security and Use Policies (SAUP) and sign an account request form to obtain an HCS account.

To start the process, follow the steps below:

1. Provide the following information and return it via e-mail to [camuout@health.state.ny.us](mailto:camuout@health.state.ny.us)

### Pharmacy Information

Pharmacy SED Registration #:  
Pharmacy Name:  
Pharmacy Address line 1:  
Pharmacy Address Line 2:  
Pharmacy City:  
Pharmacy State:  
Pharmacy Zip Code:  
Pharmacy County:

**HCS Director Information** (This is the person who can bind the organization with NYSDOH. The HCS Director is also a HCS Coordinator by default)

Full first name (DO NOT use nicknames):  
Full middle name (not just the initial):  
Full last name:  
Month and day of birth:  
NYSDOH Health Commerce System (HCS) ID (if one exists):  
Exact job title:  
Office telephone number:  
Office fax number:  
E-mail address:

**HCS Coordinator Information** (This is the person who has the responsibility and authority to request and manage HCS accounts and roles)

Full first name (DO NOT use nicknames):  
Full middle name (not just the initial):  
Full last name:  
Month and day of birth:  
NYSDOH Health Commerce System (HCS) ID (if one exists):  
Office telephone number:  
Office fax number:  
E-mail address:

2. NYSDOH will use the above information to add the organization and generate the HCS Director and HCS Coordinator forms. Once the forms have been generated, an email is sent to the HCS Director and to the HCS Coordinator. The email will include SAUPs and a form as attached PDF documents. The SAUPs must be read

and retained for rules and responsibilities. The forms must be printed, signed and notarized. Keep a copy of the forms and mail the originals to the following address: (Mail both forms together as the HCS Director form binds the organization and must be processed first.)

NYSDOH  
Commerce Accounts Management Unit (CAMU) Supervisors  
800 North Pearl Street  
Room 214  
Albany, NY 12204-1899

3. Once the completed original, signed and notarized forms have been received, the Commerce Accounts Management Unit (CAMU) will mail the HCS Director and HCS Coordinator their own HCS PIN and account activation instructions.