



# NSPMP & e-ACCESS REGISTRATION FORM: NOVA SCOTIA PRESCRIBERS

For Office Use Only    
DIS Reference No.

Website: www.nspmp.ca  
Phone: 902-496-7123/1-877-476-7767  
Fax: 902-481-3157 M-F: 8am – 5pm

## SECTION A: PRESCRIBER INFORMATION

Given Name:     
First Name Middle Name Last Name

Name:  Birth Date:  Gender:  M  F  
(To Appear on Duplicate Pad) YYYY-MM-DD

## SECTION B: PRACTICE INFORMATION

<b>Primary Practice (Address will Appear on Duplicate Pads):</b>	<b>Secondary Practice Location (if Applicable):</b>
Clinic/Unit/Dept: <input type="text"/>	Clinic/Unit/Dept: <input type="text"/>
Street Address (1): <input type="text"/>	Street Address (1): <input type="text"/>
Street Address (2): <input type="text"/>	Street Address (2): <input type="text"/>
City: <input type="text"/>	City: <input type="text"/>
Province: <input type="text"/>	Province: <input type="text"/>
Postal Code: <input type="text"/>	Postal Code: <input type="text"/>
Office Tel: <input type="text"/>	Office Tel: <input type="text"/>
Office Fax: <input type="text"/>	Office Fax: <input type="text"/>
Prescriber Email: <input type="text"/>	
<small>(Required for correspondence, e-Access login, and password resets)</small>	
Practice Specialties: <input type="text"/>	
<small>(Palliative care, pain management, etc.)</small>	

Do you practice in a clinical group setting?  No  Yes

If YES, please use your clinic letterhead to list the names and license numbers of other providers who may prescribe for your patients.

## SECTION C: DUPLICATE PAD ORDER

With the exception of benzodiazepines, NSPMP requires prescriptions for monitored drugs to be completed on a duplicate prescription pad or via the Nova Scotia Drug Information System's e-Prescribe function. By default, Nova Scotia prescribers will receive three (3) duplicate pads (25 forms per pad) at the time of registration. If you do not require a prescription pad, please indicate your reason below:

I do not require a duplicate pad:  I only prescribe benzodiazepines  I use the NS DIS e-Prescribe function

## SECTION D: EDUCATION & LICENSING INFORMATION

License Type:  Medicine  Nursing  Dentistry Graduation Year:

Granting University:    
University Name Country of Study

Royal College Specialty:  License No:  Billing No:   
(if applicable) (if applicable)

Are you licensed in another province?  No  Yes Prov:  License No:  Billing No:

Name of most recent safe prescribing course:

Course Facilitator:  Course Year:   
(ex: CAMH, Atlantic Mentorship Network)

## SECTION E: AUTHORIZATION & APPLICATION CHECKLIST

- I certify that I am in good standing with my provincial licensing body and the information provided on this application is accurate
- (If applicable) I have attached a list of prescribers who may prescribe for my patients
- I have read, understood and agreed to the terms for *Confidentiality and Acceptable Use* for NSPMP's e-Access portal (see page 2)

Prescriber Signature:  Application Date:   
YYYY-MM-DD



# NSPMP & e-ACCESS REGISTRATION FORM: NOVA SCOTIA PRESCRIBERS

Website: [www.nspmp.ca](http://www.nspmp.ca)  
Phone: 902-496-7123/1-877-476-7767  
Fax: 902-481-3157 M-F: 8am – 5pm

## USE e-ACCESS TO REVIEW MEDICATION HISTORIES PRIOR TO PRESCRIBING

- NSPMP Prescribers are encouraged to use e-Access to review patient profiles prior to prescribing.
- An e-Access account will be provided to all prescribers at the time of Program Registration.
- e-Access offers 24-hour access to patient prescription histories via a simple online login tool (no additional software or configuration required).
- As part of the e-Access registration process, prescribers will receive two emails (with a user ID and temporary password) from a system administrator at Medavie Blue Cross.
- The link to the e-Access portal can be found on the NSPMP website: [NSPMP.ca](http://NSPMP.ca)
- Password resets are fast and easy. Call 1-877-476-7767 between 8am and 8pm (AST) Monday-Friday.

## PART A: CONFIDENTIALITY AND ACCEPTABLE USE FOR e-ACCESS

1. I understand that it is my duty to adhere to the provisions of the Nova Scotia Prescription Monitoring Program's (NSPMP) policies and procedures, and agree to same.
2. I understand that all personal health information to which I have access is confidential, and is not to be discussed with or communicated to anyone who is not authorized to know the information in any manner, except as in accordance with the NSPMP's policies and procedures regarding same.
3. I will not access nor use personal health information except as it is necessary to perform my duties and/or as I am authorized to do so by the NSPMP.
4. I will not disclose personal health information to any unauthorized person, allow any unauthorized person to access personal health information, nor discuss personal health information with, or in the presence of, any unauthorized person.
5. I will immediately report any breaches of privacy and/or confidentiality to the NSPMP.
6. I understand that it is my responsibility to secure information to which I have access in accordance with the policies and procedures of the NSPMP governing the security of information.
7. I understand that if I have questions or concerns respecting access, disclosure or use of personal health information, I am responsible for addressing those questions or concerns with the NSPMP.
8. Should I inadvertently breach any of the provisions of the NSPMP's policies regarding the access, disclosure or use of personal health information, or cause a security breach which could lead to improper disclosure of information held by the NSPMP or improper access by others to information held by the NSPMP, I understand that a record of this breach will be maintained by the NSPMP and that I may be required to undertake additional privacy and security education.
9. Should I wilfully breach any of the provisions of the NSPMP's policies respecting the access, disclosure or use of personal health information or cause a security breach which could lead to improper disclosure of information held by the NSPMP or improper access by others to information held by the NSPMP, I understand that I may have access revoked and/or face disciplinary action with my licensing authority.

## PART B: e-ACCESS PASSWORD MANAGEMENT

10. I agree to keep my password absolutely confidential; it is for my use alone. I will not share my password.
11. If I suspect that someone else knows my password I must notify the NSPMP at 902-496-7123, or toll free at 1-877-476-7767 immediately.
12. I am responsible for any and all uses of the e-Access secure website associated with my password.

## Part C: e-ACCESS AUTHORIZATION & WITNESS

**Prescriber Name:**   
(please print)

**Prescriber Signature:**

**Date of Application:**   
YYYY-MM-DD

**Witness Name:**   
(please print)

**Witness Signature:**

**Date of Witness:**   
YYYY-MM-DD