

## Pharmacy Administrative Account Information

To: Pharmacy Owners

Re: Registration for 'Pharmacy Administrator Account'

Date: December 9, 2011

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Section 465.018, Florida Statutes, was amended during the 2011 legislative session to require a community permittee to be re-permitted in order to dispense controlled substances listed in Schedule II and III on or after July 1, 2012. Because all officers, owners, and affiliated persons must be reported on the pharmacy permit application to the Board, the Florida Department of Health, Division of Medical Quality Assurance (MQA), is pleased to offer pharmacy owners a Pharmacy Administrative Account. This account will allow you to add or verify all officers and owners of the pharmacy online. You will also be able to link all of the pharmacy permits that are under the same ownership; this will help to expedite the issuance of the new Schedule II/III permits.

Effective December 14, 2011, interested pharmacy owners who elect to use the Pharmacy Administrator Account will be able to log in online at <http://ww2.doh.state.fl.us/mqaservices/login.asp> by selecting the 'Pharmacy Administrator Account' profession and entering their username and password. This will allow pharmacy owners to add, remove, or verify the existing information on all the officers, owners, and affiliated persons for each permit. If you received a user ID and password to verify work experience for your pharmacy technicians in 2010, you may use this same ID and password for this process. If you are unable to locate your information, please contact the Board office at [MQA\\_Pharmacy@doh.state.fl.us](mailto:MQA_Pharmacy@doh.state.fl.us)

If you do not have a Pharmacy Administrator Account user ID and password, you may submit a written request to the Florida Board of Pharmacy. Please include the business name, mailing address, phone number, and Federal Tax ID Number in your request. In addition, we will need a contact person and email address. The letter needs to contain the original signature of the contact person listed. When e-mailing the request, you will need to attach a scanned copy of the original letter that includes a signature indicating that all of the provided information is true and correct. You may submit this letter by mail to the Florida Board of Pharmacy, 4052 Bald Cypress Way, Bin C04, Tallahassee, FL 32399, by email to [MQA\\_Pharmacy@doh.state.fl.us](mailto:MQA_Pharmacy@doh.state.fl.us) or by fax to (850) 413-6982.

Once the user ID and password is issued, the Florida Board of Pharmacy will mail a notification letter containing the user ID and password and further instructions.

Effective January 10, 2012 pharmacy owners may apply online for the community schedule II and III permits. All owners, officers, and prescription department managers are required to submit a set of fingerprints unless the corporation is exempt under Section 465.022, Florida Statutes, for corporations having more than \$100 million of business taxable assets in this state. These corporations are only required to have the prescription department manager submit fingerprints.

Courtesy of

