



NCPDP Online Pharmacy Profile Required Documentation Checklist Updated May 1, 2018

Part 1 Required Documentation

- Federal Tax ID (EIN) letter sent by the IRS
- NPI confirmation email from the NPI enumerator or screen shot from NPPES website.
- Signed Authorized Official Signature form
- Current State Board of Pharmacy license(s) for Pharmacy
- Current Pharmacy DEA license

Part 2 Required Documentation

- Federal Tax ID (EIN) letter sent by the IRS for **any company that owns (in whole or in part) your pharmacy**
- General & Professional Liability Insurance documents
- Pharmacy State Board License(s) for Pharmacist-in-Charge (PIC)

The following documents are required if applicable to your pharmacy:

- Inspection Report if pharmacy has any disciplinary action recorded by State Board of Pharmacy in past 10 years that was result of an inspection
- Recent site visit by the State Board of Pharmacy
- Supporting documentation to contest a mistaken sanction
- Federal Anti-Kickback Statute Compliance Policy & Procedures document
- Pharmacy Accreditation document(s)
- Immunization certification(s) if pharmacy provides vaccinations and/or immunizations
- Pharmacist-in-Charge (PIC) NPI confirmation letter
- Pharmacist-in-Charge (PIC) Controlled Substance License(s)

If your pharmacy does sterile compounding or complex non-sterile compounding, the following documentation is required:

- Compounding Accreditation certificate
- Compounding marketing material
- Sales force listing of contractors (IRS 1099 form) or employees
- Pre-printed prescriptions (if applicable)
- Policy and procedures for checking for allergies (if applicable)
- Policy and procedures for providing samples or medications to physicians/prescriber offices (if applicable)
- Policy and procedures for USP 795 compliance (if applicable)
- Policy and procedures for USP 797 compliance (if applicable)
- Standard Operating Procedures (SOP) for compounding a gel cream or ointment (if applicable)
- Policy and procedures for dispensing or selling compounds to other parties (if applicable)
- Policy and procedures for accessing MSDS sheets (if applicable)
- Policy and procedures for submitting Usual and Customary (U&C) price (if applicable)
- Policy and procedures for anticipatory compounding (if applicable)