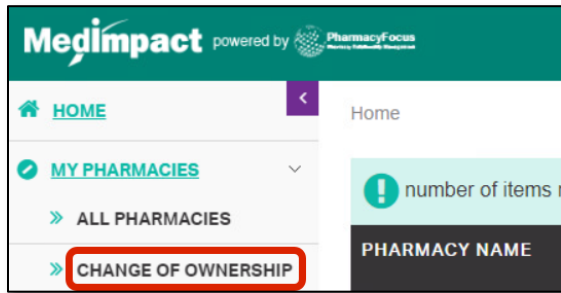


If your pharmacy is going through a change of ownership, this request **must be submitted and approved in NCPDP** (<https://sso.ncdp.org/>) before your pharmacy can go through the change of ownership process on the MedImpact Pharmacy Portal.

1. Login to your account using your NCPDP credentials – <https://pharmacy.medimpact.com>
Contact PharmacyFocus (portalsupport@pharmacyfocus.com) if you need assistance with your credentials.
2. Click **Change of Ownership** from the home page.

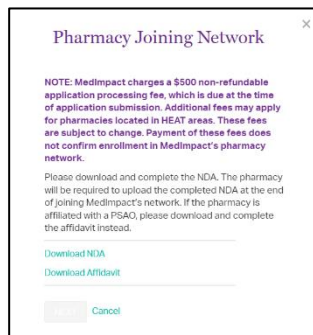


- All pharmacies you have access to, with a change of ownership request will be listed here
- You can search for a specific pharmacy using the **simple** or **advanced** search tools

3. From the list of pharmacies in your Change of Ownership queue, click **Join Network** for said pharmacy

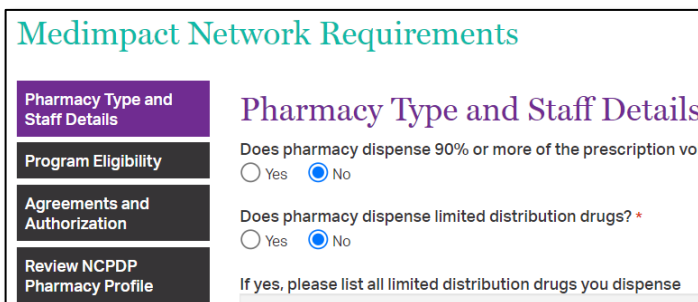
PHARMACY NAME	STORE NUMBER	NCPDP ID	NPI	MAIN PHONE	ADDRESS	LAST UPDATE DATE	ACTION
South Street Pharmacy		1234567	1992035182	7272401341	123 South St	03/12/2020	Join Network

4. Download the **MedImpact Non-Disclosure Agreement (NDA)** or **MedImpact Affidavit**



- Independent pharmacies should download the NDA. Pharmacies affiliated with a PSAO should download the Affidavit.
- You will be required to upload the completed NDA or Affidavit later in the enrollment process.

5. Complete the **MedImpact Network Requirements**



- Use the section labels on the left to navigate through MedImpact required data and documentation.
- **Agreements and Authorization** will require a Power of Attorney (POA) when a change of ownership occurs.
- Please also upload completed NDA or PSAO Affidavit from **Agreements and Authorization** section.
- **Review NCPDP Pharmacy profile** and if needed click on the link provided in this section to navigate to and update any data on accessonline portal.

6. NCPDP Data:

Scenario 1: Future Effective Date

If the change of ownership has a future effective date in NCPDP, the user will not have access to edit the NCPDP profile from the MedImpact Pharmacy Portal; the user will have the option to view the NCPDP profile or continue to the MedImpact Requirements. **Note:** A future effective date will not prevent the pharmacy from submitting the change of ownership request with MedImpact.

Scenario 2: Effective Date already occurred



Update and verify all required data and documentation in the NCPDP Data tab

- Navigation is the same as when you update your pharmacy's NCPDP data via accessonline.ncdp.org.
- Use the tabs (Part I, Part II, Verify and Submit), as well as the section labels on the left to navigate your pharmacy's NCPDP data and documentation.

7. Once all required data and documentation is complete, **Certify and Sign**

Select if the pharmacy is **affiliated** with a PSAO, or **independent**

Note: Do not select independent if you are, or plan, on being affiliated with a PSAO. This will not speed up the process to be in network with MedImpact.

Enter your **Title, Name and Today's Date** click **Submit**

8. Clicking on Submit would open payment module. Certain exceptions apply.

Update the email address where you would like to receive the payment receipt and click on Proceed to Payment.

9. Enter your credit or debit card details and click on Pay \$500 (+applicable merchant fee) button. Click Yes on Payment Surcharge dialog to complete the payment. You may click No and choose to use a different card. Most credit cards incur an additional 3.5% surcharge. Debit cards do not incur a fee.

Once the payment is complete and application is submitted, MedImpact will review your request to join the MedImpact network, and either approve or deny the request.

*If all mandatory information is not complete, the request to re-join the Network through change of ownership **will not** be submitted to MedImpact. Any missing mandatory data and/or documentation will be listed when you click **Submit**. Complete the list of missing mandatory data and/or documentation, then **Submit** again once completing the list of missing requirements.*