



.Pharmacy Application

Medical Office Professional Upload Facility Instructions

For all company-owned facilities that dispense or administer prescription medication and/or engage in pharmacy-related services for the websites being evaluated, the applicant shall provide a complete list of facilities including the facility name, address, license number, and medical director information.

Steps to Complete and Upload Facility .csv File

- 1. Download the Medical Office Facility Upload Template (Facility .csv file)** by clicking on the link “Medical Office Facility Upload Template.csv” and saving it to your computer.
 - a. You may rename the file or leave it as “Medical Office Facility Upload Template.csv.”
 - b. You may not rename the file extension. It must remain .csv.
- 2. Complete the Facility .csv file.**
 - a. The Facility_Owner field in the Facility .csv file must match the name of the company(ies) previously added on the Company Information pages of the application character for character.
 - b. If the Facility_Owner field name does not match, you will receive an error message when you select “Verify File.”
 - c. Other Facility .csv file fields to note:
 - i. Facility_Licensing_Agency field is the governmental department regulating the company’s licensure, certification, or registration permitting it to provide services where the facility is physically located.
 - ii. If the facility itself is not licensed, registered or certified, please disregard this field.
 - iii. The Facility .csv file provides the option to include medical director information.
 1. If a facility has a medical director (MD), please provide this information.
 2. The applicable column headers are listed as “MD.”
 3. The MD_Home_Address field should be the individual’s home address.
 4. If your MD does not have an NABP e-Profile ID, please disregard this field.
 - iv. If your company provides pharmacist consultant services, please provide the head pharmacist’s contact, NABP e-Profile ID, and license information in the fields designated as MD.
- 3. Select the completed Facility .csv file** by clicking the “Select File” button. This will begin the upload process.
 - a. You may only upload the Facility .csv template file as no other files are supported.
 - b. You will receive an error message if you attempt to upload anything other than the Facility .csv template file.
- 4. Verify the completed Facility .csv file** by selecting the “Verify File” button.

- a. If the file properly references the Facility_Owner field information, it will be verified and is ready for uploading.
 - b. If the file does not include matching Facility_Owner field information (see instructions above), you will receive an error message.
5. **Upload and save the completed Facility .csv file** by clicking the “Upload File” button.
- a. You may review the file by clicking on the file name.
 - b. To continue with the application, click “Next.”

Additional Instructions

- Only one Facility .csv template file for all facilities may be uploaded.
- In the event that you have more than one company that owns facilities, please check to make sure that the Facility_Owner field includes all those companies that own facilities.
- If you upload a new file, this file will replace the currently uploaded file as the application will only accept one Facility .csv file on the Upload Facility page.
- To delete the currently uploaded file, select the “x” to the left of the file name.
- After uploading the file you may view it by clicking on the file name.