Registering Your Medical Practice in the Health Commerce System

You must register your medical practice with the Health Commerce System (HCS) if you are a prescriber that will need to do the following; request a HCS account for an employee (unlicensed professional) to act as your designee within the Prescription Monitoring Program Application or assign as an alternate to order NYS Official Prescription Forms through the HCS. Please complete the steps outlined below depending on whether you operate as a Sole Practitioner or a Medical Practice.

Sole Practitioner – Not an owner of a medical practice, corporation, proprietorship or partnership (practicing under your own license and registration)

1. Log in to the Health Commerce System with your new User ID and password at the following website https://commerce.health.state.ny.us or click on the link provided.
2. Click on “Register Medical Practice” under My Applications on the left side of the screen.
3. Enter your Primary ID. This is your 6 digit registered NYS professional license number
4. Enter your Practice Name
5. Enter the address, phone and fax number of your practice
6. Check the box stating that you have read and agree to the terms outlined in the Security and Use Policy (SAUP).
7. Click “Submit”
8. You will receive an email that your practice has been registered with the HCS and your request to be a HCS Director has been submitted to CAMU (Commerce Accounts Management Unit). Within 3-5 business days you should receive an email from NYSDOH-Commerce-Help BML if your request has been accepted. Once accepted, you are now a HCS Director and may request a HCS account for your employees.

Medical Practice – Owner of a medical practice, corporation, proprietorship or partnership

1. Log in to the Health Commerce System with your new User ID and password at the following website https://commerce.health.state.ny.us or click on the link provided.
2. Click on “Register Medical Practice” under My Applications on the left side of the screen.
3. Enter your Primary ID. This is your 6 digit Professional Service Corporation (PSC) number or Company ID number. Click here to look up your PSC or Company ID number on the NYS Education Department (SED) website http://www.op.nysed.gov/opsearches.htm#nme
4. Enter the Practice Name
5. Enter the address, phone and fax number of the medical practice
6. Check the box stating that you have read and agree to the terms outlined in the Security and Use Policy (SAUP).
7. Click “Submit”
8. You will receive an email that your practice has been registered with the HCS and your request to be a HCS Director has been submitted to CAMU (Commerce Accounts Management Unit). Within 3-5 business days you should receive an email from NYSDOH-Commerce-Help BML if your request has been accepted. Once accepted, you are now a HCS Director and may request a HCS account for your employees.

If you need assistance completing this request, please contact CAMU at 1-866-529-1890.