



Medicines
Australia

Better health
through research
and innovation

After engaging a healthcare professional, pharmaceutical companies need to be publicly report the value of that engagement, as per Section 15.1 in the Medicines Australia Code of Conduct. Healthcare professionals will be advised of this requirement prior to engagement by the pharmaceutical company.

This template can be used by pharmaceutical companies, seeking verification of reportable payments after any engagement with a Healthcare Professional. It is designed to be used post-engagement. This template provides suggested wording but it is not mandatory. Pharmaceutical companies may use their own wording.

MODEL VERIFICATION LETTER

Dear [*insert Name of HCP*],

As a member of Medicines Australia, [*insert Company Name*] has undertaken to be open and transparent when we provide a reportable payment to a healthcare professional. Reportable payments are:

- i. Fees paid to healthcare professionals in return for speaking at an educational meeting or event;
- ii. Fees paid to healthcare professionals in return for consultancy or advisory services;
- iii. Any remuneration or sponsorship of a healthcare professional as described in the MA Code of Conduct.
- iv. Any airfare, accommodation or registration fees directly associated with a meeting, consultancy or advisory service (whether held within or outside Australia); and
- v. Fees paid to healthcare professionals for the purpose of market research only where the identity of the healthcare professional is known to, or becomes known by, the company.

Please find attached to this [*letter/email*] the summary of the reportable payments that [*Company Name*] has provided to you for events and services occurring between 1 May 2021 and 31 October 2021 [*or other relevant reporting period dates*]. For events and services You have previously been notified that [*Company Name*] will publicly disclose these payments.

Your action is requested

- Please review the details of reportable payments made to you in the attached table and advise us no later than [*date, at least 6 weeks after the date of receipt of the verification letter*] if you wish to query any of the data.
- If we have not received any written response from you, we will proceed to publish the data.

Making queries

- If you wish to query any of the data, please contact us in writing identifying the specific data that you wish to query and the basis of your query.
- Your enquiry should be directed to [*contact at the company: an email address or postal address with contact person's function title*].
- A [*Company Name*] representative will contact you to resolve the query.

Reportable payments made to you

- The attached table provides the details of reportable payments made to you, in the form in which it will be publicly disclosed.
- This includes any payments that you directed to a third party, such as to your employer.

Reporting

- The reportable payments made to healthcare professionals will be published on [date]
- Reporting will be published on www.disclosureaustralia.com.au for three years.

Further information

For further information about the Code of Conduct and transparency, please refer to the [Medicines Australia website](#). Medicines Australia will provide hyperlinks from its website to all its member companies' websites where the reportable data is published, [as can be seen here](#).

Yours sincerely

[*Company Name*]

Attachment: [*The individual HCP's data in the form in which it will be reported*]