Pharmaceutical Sales Representative Registration Instructions

Version: 05/15/2019; **Supersedes:** 08/10/2018

NRS 439B.660

Reporting Date:	Prior to engaging in work in Nevada or upon termination; on or before January 15
Reporting Frequency:	Prior to engaging in work in Nevada or upon termination; Subsequent Years Annually January 15
Form Template:	Individualized template submitted to each reporting entity after registration

Purpose: NRS 439B.660 requires that manufacturers register pharmaceutical representatives with the Nevada Department of Health and Human Services (DHHS). The procedures below outline reporting requirements and the process for registration.

Pharmaceutical Sales Representative Registry	
Operate in Nevada?	Physically reside in or visit Nevada for five days or more annually in order to communicate with health care providers and participate in the listed activities below.
Included Activities:	• Engage in the marketing of prescription drugs to doctors or other health care providers, pharmacists or pharmacy employees, and employees of medical facilities. Marketing means providing educational presentations and/or details intended to inform prescribers about their products as a way to influence them to purchase or prescribe. • Meet with physicians or other healthcare providers to answer questions about product use and benefits or providing discussion and product information and resources to key decision makers as a way to influence them to purchase or prescribe while representing the manufacturer or supporting promotional efforts of the manufacturer. In addition, this may include medical science liaisons and teledetailers physically located within Nevada who are calling on anyone in the state of Nevada. Therefore, it is recommended that companies carefully review their activities within the state to ensure compliance with registering those individuals who fall within the "Included Activities" discussed above.
Excluded Activities:	• Attending a trade or scientific conference, symposia, or convention hosted in Nevada that is not solely marketed to health care providers licensed in Nevada. • Activities related to clinical trials, investigational drugs, or risk evaluation and mitigation strategies. • Activities performed by distributors who do not represent a single manufacturer.

Process for Registering:

- **Note: All information supplied to DHHS is considered public information. For this reason, contact information should not include personal addresses, phone numbers, or non-business emails**.
- Before registering representatives, drug manufacturers need to be registered with the state by completing and submitting the manufacturer registration template available online at drugtransparency.nv.gov to drugtransparency@dhhs.nv.gov. A drug manufacturer cannot register representatives until after it is registered with DHHS.

- After a drug manufacturer registers, DHHS will supply each manufacturer with a template specific to its organization. The spreadsheet template provides a standardized form that must be used for reporting that incorporates all the required fields.
- Third-party entities that manage pharmaceutical representatives or compliance functions on behalf of a manufacturer may report for manufacturers. To do so, these entities must first register with the DHHS, indicate the manufacturers for which they will report, and supply a letter of authorization from each manufacturer.
- The initial report submitted by drug manufacturers should contain all representatives required by law to register in Nevada. Subsequent submissions should represent the changes and updates to the registry.
- To register and/or to update the representative information, the reporting entity should update the most recent template sent to them from the DHHS. Submissions should be directed to drugtransparency@dhhs.nv.gov.
- After a reporting entity submits a complete template, DHHS staff will register new representatives and update existing representatives and email back to the reporting entity an updated template with the newly-issued state pharmaceutical representatives' IDs.
- Changes in status should be reported to DHHS within 30 days.
- Submissions will be processed by DHHS within 30 calendar days.

Selected Template Field Descriptions

- **Manufacturer ID:** manufacturer ID assigned by the state. This ID can be found under the "Drug Mfgs" tab of the reporting template.
- **Company Name:** the name of the drug manufacturer for which the representative is working. The name can be found under the "Drug Mfgs" tab of the reporting template.
- **First, Middle, and Last**: the pharmaceutical representative's legal first, middle, and last name as represented on valid government issued identification.
- **Phone:** the representative's business contact telephone number
- **Email:** the representative's business email (specific to each representative and not one generalized email address)
- **Address, City, State and Zip:** the representative's business mailing address
- **Status**: input "Active" or "Inactive"
- **Date Active**: start of employment date
- **Date Inactive**: end of employment date
- **Rep State ID**: the state-assigned registration ID number for the pharmaceutical representative.

Process for Viewing Registrants:

- Healthcare providers may contact drugtransparency@dhhs.nv.gov to request an electronic version of the registry. Authorized individuals as outlined in NRS 439B.660 will be provided access to the registry.