

NV Department of Health and Human Services

Drug Transparency Technical Guidelines

Pharmaceutical Sales Representatives Reporting Instructions

Version: 08/10/2018; **Supersedes:** 07/19/2018

SB539 – Sec 4.6

Reporting Date: On or before January 15

Reporting Frequency: October 1, 2017, Subsequent Years Annually January 15; Or prior to engaging in work in Nevada or upon termination

Form Template Name: “Pharmaceutical Representative Notification List_template v07/19/2018”

Purpose: SB539 created the requirement for pharmaceutical representatives to register with the Nevada Department of Health and Human Services. The procedures below describe the activities and define how manufacturers are required to register and the process for registration.

Pharmaceutical Sales Representative Registry	
Operate in Nevada?	Physically reside in or visit Nevada for 5 days or more annually in order to communicate with health care providers and participate in the listed activities below.
Included Activities:	<ul style="list-style-type: none"> • 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. <p>For example, this may include, but is not limited to, medical science liaisons, individuals in a managed care role, teledetailers physically located within the state who are calling on anyone with 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.</p>
Excluded Activities:	<ul style="list-style-type: none"> • 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:

- The department’s excel template provides a standardized form that may be used for reporting that incorporates all the fields requested by the department.
- Initial report submitted by drug manufacturers should contain all representatives required by law to register in Nevada. Subsequent reports should highlight representatives being added or inactivated.
- Alternative reporting formats may be provided with the following information being supplied.

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- **Action:** the current action of adding or inactivating a representative, or any changes that might need to be made (with notes to identify those specific changes i.e. name correction, email correction, etc.)
- **Company Name:** the name of the company for which the representative is working under.
- **Pharmaceutical Representative's legal First, Middle and Last Names:** as represented on valid government issued identification
- **Pharmaceutical Representative's Contact Telephone Number:** the representative's business contact telephone number
- **Pharmaceutical Representative's Business Contact Email Address:** the representative's business email (specific to each representative and not one generalized email)
- **Pharmaceutical Representative's Business Mailing Address:** the representative's home office or business mailing address including the city, state, and zip code
- **Pharmaceutical Representative's Status:** provide notification of the representative's status of "Active or Inactive" and the date active or inactive
- To register representatives, the employing manufacturer should send an email to: drugtransparency@dhhs.nv.gov. The most current "Pharmaceutical Representative Notification List_template vmm.dd.yyyy" may be utilized.
- DHHS staff will include the representative's name on the registry and provide a State issued Pharmaceutical Representative identification number to the manufacturer for each new registrant that should be included in all future correspondence.
- Manufacturers should submit the names of all representatives in a single report notating if there are any new to "add", or anyone that should be "inactive" and the date they became active or inactive.
 - Third-party agencies that manage pharmaceutical representatives or compliance functions on behalf of a manufacturer may submit the list of names with the name of the manufacturer so long as they attach a letter of authorization from the manufacturer.
- When new staff are hired, or are terminated from the company, notification to add or inactivate a representative from the DHHS registry shall be provided either when the representative begins work in Nevada or promptly upon termination to drugtransparency@dhhs.nv.gov.
- DHHS will send an auto-generated confirmation email upon receipt of the registration. The registration will be updated within 30 calendar days of receipt of an addition or change. Within 30 calendar days, DHHS will assign a State issued pharmaceutical representative identification number.

Process for Viewing Registrants:

- Healthcare providers may contact drugtransparency@dhhs.nv.gov to request an electronic version of the registry. Authorized individuals will be provided access to the registry. Only names of registrants, active/inactive dates, and the company they represent will be provided to those authorized per Sec. 4.6(2). No addresses or other contact information will be shared.