



Guidelines for Interested Party Submissions to Pharmacy & Therapeutics (P&T) Committee

Adopted by the ODJFS P&T Committee April 21, 2010

Background: Ohio Revised Code Section 5111.084(D):

An interested party may request, and shall be permitted, to make a presentation or submit written materials to the committee during a committee meeting. The presentation or other materials shall be relevant to an issue under consideration by the committee and any written material, including a transcript of testimony to be given on the day of the meeting, may be submitted to the committee in advance of the meeting.

Guidelines:

1. Interested parties may request to provide information to the P&T Committee by contacting the Medicaid Pharmacy program at Medicaid_Pharmacy@jfs.ohio.gov prior to a scheduled meeting, and submitting both a written explanation of the topic and a conflict of interest statement. The topic must be relevant to the agenda for the meeting. The conflict of interest statement must include the interested party's affiliation (employer, client, advocacy group, etc.), relationships with any pharmaceutical manufacturers, and any other relevant relationships.
2. Presentation requests should be made by the Friday prior to the meeting. Medicaid pharmacy staff will confirm presentations with the interested party by the Friday prior to the scheduled meeting.
 - a. Presentations will be limited to a maximum of five minutes, with the committee chair having the option to extend or further limit the speaker's time depending on the situation.
 - b. The presenter should provide 12 hard copies of the presentation to the committee.
3. Written information should be submitted in electronic form at least two business days prior to the scheduled meeting to give the Committee time to review the materials. Materials submitted after the deadline may not be considered by the Committee. Written information provided at the meeting will not be considered during the meeting.

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