**Q & A for Disclosure Forms**

See the disclosure forms for speakers and planners.  **Please make sure the Planner/Reviewer OR the Speaker/Author check the appropriate box and sign it.**

**Some times, the Disclosures we get at our CME Office are incomplete, not legible or out dated.**

We’re particularly concerned about getting completed Disclosures from the Speakers and Planners because some of them may return incomplete Disclosures or Disclosures that suggest a conflict-of-interest. In either case, there would be more work to do to resolve these matters before the Activity.

Complete the form, *(check the appropriate boxes and sign it)*.

The form requires short responses (usually check marks)

Answer **Questions 1, 2 and 4**

OR **Questions 1, 2 and 3**

**But, if you answer “YES” to Question 3,**

**please also answer Question 5 AND/OR 6.]**

Moreover, there needs to be a handout (**disclosure handout**) at the CME event/Seminar that lists the Disclosures of each Speaker/Planner and, obviously, that document cannot be prepared until we know what the disclosures are. You can hand out the Announcement of Disclosure Handout for both Speakers and Planner in the program packet that you hand over to the audience or include it along with the evaluation form.

**"Announcement & Disclosure Handout”** should be given to everyone at the sign-in/registration **at the beginning of the program** (**prior to the program**). It includes the announcement of honoraria, travel/lodging reimbursement, and any relationships with industry. It also notes that the proposed presentations were reviewed for conflicts-of-interest and that none were found. Thirdly, it announces that our speakers were advised to use generic names and to identify "off-label" and investigational uses of drugs and devices. (The speakers were advised this on the Disclosure form that the speakers signed.) Lastly, the handout acknowledges any commercial support of the CME activity.

The ACCME requires that not only the disclosures (or lack of which) of the speakers are given to the audience but also the disclosures (or lack of which) of the planners and reviewers are given to the audience (**and documented**).

I know that this is beyond your control as well as ours, and I appreciate all your efforts so far. I guess I can only ask if you would email these speakers expressing to them the **urgency in their submitting their Disclosures**. Feel free to forward to them this document. For their part, all they need to do is open/download the Speaker's Disclosure form, complete it, and fax it back to **YOU** (*you may have to enter your contact info on the disclosure form*) or to us at (847/578-3320).

The CME office gets numerous disclosure forms for our more than 3 dozen regularly scheduled conferences and live courses. **If the title of the activity is not entered, it is hard for us to match the disclosure to a program.** So, you can retrieve the completed and signed disclosure forms for your activities, and send us a copy.

**Documentation and attendance:**

Send us the **complete packet** for each program (via fax, email, inter office mail or regular mail) immediately after the program so that we can keep track of your activity and follow up with you for any clarification or missing document. Meanwhile, you may enter the attendance on a regular basis immediately after each program and send us the electronic version of the attendance at the end of each year.