

## Is your meeting compliant with general industry regulations?

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### HIPAA Compliance\*

- ✓ Secure patient data.
- ✓ Limit use and disclosure of patient information.
- ✓ Provide compliance training.
- ✓ Plan your data breach response.
  - Notify affected patients and regulatory authorities.
  - Take corrective actions.

**PRO TIP:** Implement a system for ongoing monitoring, auditing, and addressing compliance issues.

For more information on compliance,

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## HCP Meeting Compliance\*\*

- ✓ **Know and follow applicable regulations.**
- ✓ **Ensure transparent reporting.**
- ✓ **Create a clear attendee selection process.**
- ✓ **Set your meeting agenda** to align with patient outcomes, not promotion.
- ✓ **Select the right venue.**
- ✓ **Ensure transparent communications** that clearly state the meeting purpose, sponsor's identity.
- ✓ **Disclose conflicts of interest.**
- ✓ **Select speakers based on expertise** without financial ties to your organization.
- ✓ **Review and approve all meeting content.**
- ✓ **Maintain detailed records** of agendas, attendee lists, expenses for reporting.
- ✓ **Provide compliance training.**
- ✓ **Report any adverse events.**
- ✓ **Conduct post-meeting evaluations.**

### SOURCES

\*US Department of Health and Human Services (HHS)

\*\*Pharmaceutical Research and Manufacturers of America (PhRMA) and AMI's Guidance