Disclosure Instructions

Introduction:

Many healthcare professionals have financial relationships with ineligible companies. These relationships must not be allowed to influence accredited continuing education. The accredited provider is responsible for identifying relevant financial relationships between individuals in control of educational content and ineligible companies and managing them to ensure they do not introduce commercial bias into the education.

What Do I Have to Disclose?

Financial relationships of any dollar amount related to the business lines or products of the ineligible company within the prior 24 months. There is no minimum financial threshold; individuals must disclose all financial relationships, regardless of the amount, with ineligible companies. Individuals must disclose regardless of their review of the relevance of the relationship to education. Disclosure information must include the name of the ineligible company and the nature of the financial relationship.

What is an ineligible company (commercial interest)?

An ineligible company, commercial interest, is any entity whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.

The ACCME does not consider providers of clinical service directly to patients to be commercial interests – unless the provider of clinical service is owned, or controlled by, and ACCME-defined commercial interest. https://www.accme.org/faq/what-accmes-definition-ineligible-company

Examples of financial relationships:

Employee, researcher, consultant, advisor, speaker, independent contractor (including contracted research), royalties or patent beneficiary, executive role, and ownership interest. Individual stocks and stock options should be disclosed; diversified mutual funds do not need to be disclosed. Research funding from ineligible companies should be disclosed by the principal investigator even if that individual's institution receives the research grant and manages the fund.

Completing/Updating Online Disclosure Form:

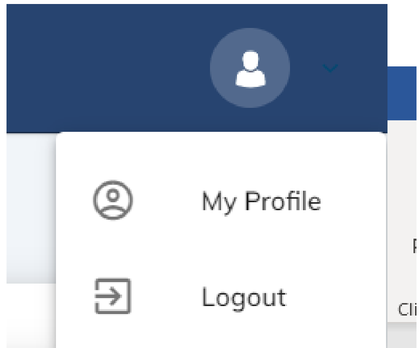
System Access

- **For existing users**, go to https://acep.accreditor.com/ **and first click on "Forgot Password?"** and type in your email address and click on "Reset Password".
- Check your email for a reset password link.
- When you receive the email, click on the link to reset your password.
- Enter your new password and confirm your new password, then click "Change Password". Note, this can be the same password you were using in the previous system.
- Log into the system with your email and password.

- **For new account creation**, click on "Create Account" then select "User" role and submit the form. You will then be able to log in with the username and password you created.

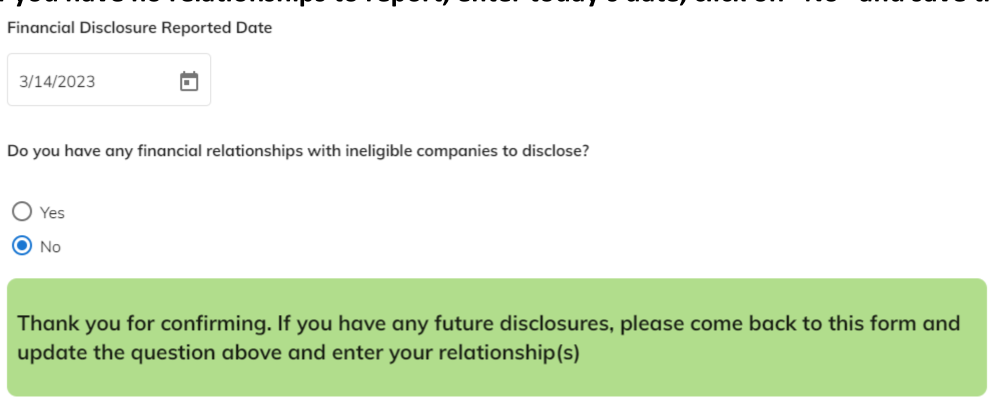
Completing Initial Disclosure Form:

- Click on your profile picture, then on "my Profile"



- Click on "Disclosure Form"

- **If you have no relationships to report, enter today's date, click on "No" and save the form.**



- **If you have relationships to report, enter today's date, click on "Yes", then "Add disclosure"**

Financial Disclosure Reported Date

3/14/2023

Do you have any financial relationships with ineligible companies to disclose?

- (•) Yes
- ( ) No

Disclosure(s)

Search

Reset

Add Disclosure

Complete the form and save.

Save | Back

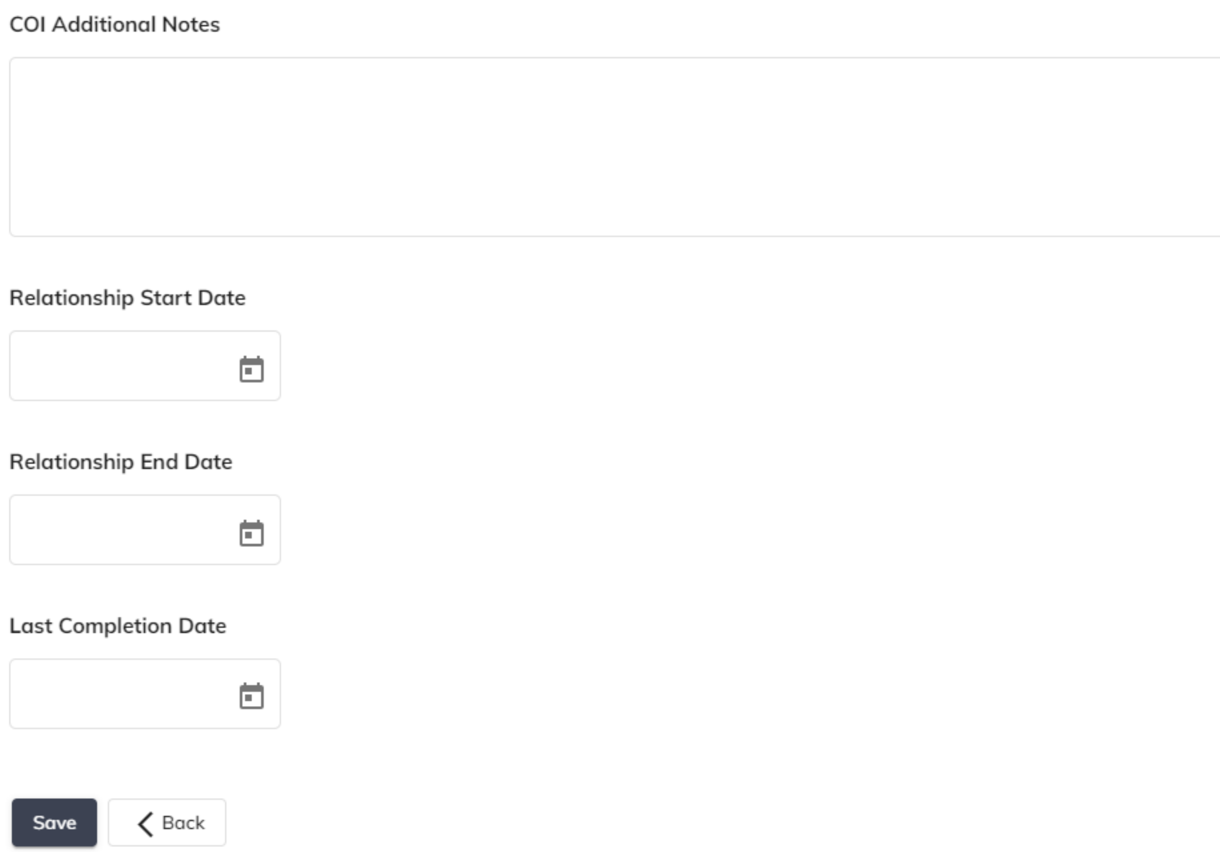
Company Name

Select Option

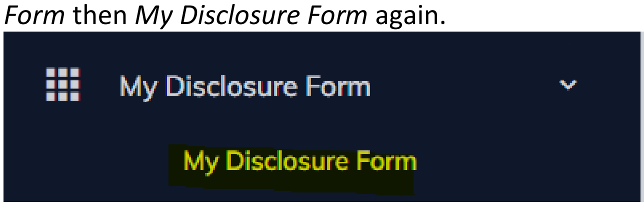
If Other, Provide the Company Name

Financial Significance (non-monetary)

- [ ] Salary
- [ ] Royalty
- [ ] Intellectual Property Rights
- [ ] Patent Holder
- [ ] Consulting Fee
- [ ] Non-CME Services (e.g., speakers' bureaus)
- [ ] Contracted Research
- [ ] Ownership Interest (e.g., stocks, stock options, or other ownership interest) - excludes diversified mutual funds
- [ ] Other



Once you initially complete the disclosure form, to update it you will click on *My Disclosure Form* then *My Disclosure Form* again.



Then click on *Financial Disclosure Forms.* Here you can update your information as needed.