

2017 JEFFERSON CONFLICTS OF INTEREST DISCLOSURE PROCESS FREQUENTLY ASKED QUESTIONS

Who is required to participate in the disclosure process?

All persons covered by Jefferson's various Conflicts of Interest and related policies must complete a COI disclosure at least annually.

When will I receive the 2017 COI disclosure?

The 2017 COI disclosure process will begin during the week of March 20, 2017. You must complete your 2017 COI disclosure on or before March 31, 2017. Please monitor your Jefferson email for your personal invitation to submit your disclosure on Jeff-COI Smart.

Why am I receiving another COI disclosure? I filled out a disclosure during the Thomas Jefferson University Hospitals Medical Staff credentialing process.

We recognize that you may be asked to participate in two (2) disclosure processes in one year. While we work to determine the extent to which consolidation of processes is feasible, we will maintain COI processes associated with the medical staff credentialing process and a general process associated with employment, research, and leadership roles.

What if I do not know the actual amount or value of the interests I possess?

You must supply accurate information when responding to the 2017 COI disclosure questions. If actual values or payments are not available, please provide the most accurate information available at the time that you complete the disclosure. Remember, you have an obligation to supplement information provided on the COI disclosure form. If you maintain ownership interests in or received payments from drug and device companies for things such as travel, research, gifts, speaking fees, and meals, you must disclose them.

How do I find information about Jefferson's vendors, policies, members of the Board of Trustees, and Senior Officers?

The COI Smart system contains a JEFF-COI-SMART library that contains a list of Jefferson's vendors, relevant policies, and the names of members of the Board of Trustees and Senior Officers. Jeff-COI-SMART also enables you to access the **OPEN PAYMENTS** system while you are completing certain disclosure questions. You may find this feature helpful if you need to confirm or access information related to income received from outside entities.

How do I obtain a copy of my completed disclosure?

Jeff-COI-Smart is easy to navigate. You may certify, submit, and print your disclosure forms using a simple, two-step process. Jeff-COI-Smart permits you to access, update, and amend your disclosure forms at any time.

You may direct additional questions to JEFFCOISMART@jefferson.edu or call Janyce Lingo, COI Coordinator at (215) 503-0758.