

## Policy for OHA Pharmacy Team and Business Meetings:

- Meetings will take place in the afternoon on the second Thursday of January, April, July, and October.
- Each meeting can last up to 25 minutes, which includes time for questions and answers.
- Any requests to meet with the OHA Pharmacy Team must be made no later than 2 weeks from the date of each quarterly meeting. Cut off dates for 2025 meetings are:
  - March 27, 2025 (April); June 26, 2025 (July); September 25, 2025 (October)
- **Each company can meet with OHA Pharmacy Team staff 1 time within a 12-month period.** For exceptions to this policy, see below.
  - Only one line of business will be discussed with OHA per company/per year.
- A request to meet is either accepted or declined by the OHA Pharmacy Team staff and all requests must include:
  - An agenda
    - Please do not use this time to repeat information easily found elsewhere (e.g., package inserts)
    - Pipeline presentations will not be accepted
    - PDUFA are acceptable agenda topics
  - A clear explanation of how the information presented by the company will benefit OHA programs.

**EXCEPTIONS for a second meeting in a year:** A second meeting in a calendar year can be requested, if one or more of the following points are met:

- Agenda topics are related to an expected or ongoing public health emergency; or
- There are concerns about health disparities and inequities in OHA pharmacy programs or
- The meeting was requested by the OHA Pharmacy Team

A request to meet is either accepted or declined by the OHA Pharmacy Team staff. Each request must include the following parts:

- A reason why the request for a second meeting is appropriate.
- An agenda (see agenda requirements listed above)
- A clear statement on how the information presented by the company will help OHA programs.

## Reporting and public information note:

We will be creating a public record of these meetings with you. It is important to note that we will not post information that you believe to be confidential. We will only post that we met with you and the agenda.

Please note that there will be no minutes kept for these meetings. OHA will not make decisions or announce new policies or procedures. The hope is that the information that you share with us will be useful to the policy work, operational efficiency, and general clinical knowledge surrounding our pharmacy programs.

