



Jefferson

Philadelphia University +
Thomas Jefferson University

2018 JEFFERSON CONFLICTS OF INTEREST (COI) DISCLOSURE PROCESS FREQUENTLY ASKED QUESTIONS

Who is required to participate in Jefferson's 2018 COI Disclosure Process?

All persons covered by Jefferson's Conflict of Interest and related policies must complete a general COI disclosure at least annually. Trustees, faculty, employees, and students meeting certain criteria will receive an invitation to complete the 2018 COI Disclosure Process on **Monday, January 22, 2018**.

How will I recognize the COI disclosure invitation?

Designated personnel will receive a personal invitation via email from the Jefferson COI Committee (JEFFCOISmart@jefferson.edu). You may follow the link to complete your 2018 COI disclosure form. Please monitor your work email for your personal invitation to submit your disclosure on Jeff-COI-Smart. You must log in to Jeff-COI-Smart with your Jefferson credentials (e.g. campus key and password.) to access the system. If you do not know your campus key or password, contact Jefferson IS&T at 215-955-7975.

Why am I receiving another COI disclosure? I filled out a COI disclosure form in connection with certain Jefferson-related activities in which I engage (e.g. CME, Medical Staff, Pharmacy and Therapeutics Committee). Jefferson continues to integrate its systems and requirements to maximize opportunities to consolidate processes. We have made great strides in this area and will continue to do so as we expand the enterprise. While this work continues, you may be required to participate in more than one COI disclosure process.

Who sees the information I am being asked to provide?

Jefferson's team of Conflict of Interest experts engages in a confidential review process designed to identify relationships and activities that may require further analysis or action. Although certain public disclosures will occur in connection with Jefferson's IRS-related reporting responsibilities, efforts are made to keep information that is disclosed confidential. When action is required with respect to identified conflicts, certain information will be disclosed to organizational decision makers to ensure that identified conflicts of interest are managed, reduced, or eliminated.

We are here to help. Please refer additional questions regarding the 2018 COI Disclosure Process to Janyce Lingo, COI Coordinator, via email at JEFFCOISmart@jefferson.edu or via telephone at 215-503-0758.