



CONTINUING MEDICAL EDUCATION POLICY AND PROCEDURE MANUAL

OFFICE OF CONTINUING MEDICAL EDUCATION	
NUMBER:	18
SUBJECT: Verification of Verbal Disclosure	
ORIGINATION DATE: 11/03	
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SUBJECT: Verification of Verbal Disclosure

When information about faculty/provider relationships is disclosed to participants verbally, it is required that the file include verification that this disclosure to the learners actually occurred at the activity. The ACCME policy 2003-B-12 states the following:

1. A representative of the provider (e.g. Course Director) who was in attendance at the time of the verbal disclosure must attest in writing on the Evaluation Summary:
 - That verbal disclosure did occur; and
 - Itemize the content of the disclosed information; or that there was nothing to disclose; or that the faculty member/speaker had refused to disclose.
2. The documentation that verifies that adequate verbal disclosure did occur must be completed within one month of the activity.

Information to include in verbal disclosure:

- Speaker's name
- Nature of the relationships (speakers' list, grant recipient, stockholder, etc)
- Entities with which he/she has a relationship
- Or, if he/she had nothing to disclose or refused to disclose

This policy applies to verbal disclosure only. Written disclosure requires verification on the Evaluation Summary (and a copy of the Evaluation Form with the appropriate disclosure of relationships) with signature of Course Director.

Reference: ACCME Policy 2003-B-12 November, 2003