

DEPARTMENT OF COMMUNITY HEALTH (DCH) CONSUMER COMMENT SESSION GUIDELINES

Purpose: To provide a forum for consumers to bring concerns and/or opinions to DCH and the Drug Utilization Review Board (DURB) regarding the DCH Fee-for-Service (FFS) Medicaid pharmacy program policy, access to medication(s) or other pharmacy related issues which are related to the medications or therapeutic categories which will be discussed at the current DURB meeting.

Participants: Medicaid FFS members, speakers for organized coalitions or special interest groups speaking on behalf of Medicaid FFS patients and healthcare providers are invited to participate. This is not a forum for pharmaceutical industry representatives or their agents.

Dates and Location: Consumers may present information at the quarterly Drug Utilization Board meetings. The announcements for the meetings with dates for the entire year are posted on the DCH website <http://dch.georgia.gov/pharmacy>.

Procedure for participation: Comments may be made in person or submitted in writing. Those persons wishing to speak during the session are required to sign in prior to the start of the meeting to indicate their desire to be recognized. Speakers must identify themselves as well as any organization they may represent. A disclosure statement, which will be available at the meeting and on the web site listed above, must be completed and signed prior to any presentation or submission of written comment in order to ensure that all financial relationships have been publicly disclosed. If there is an apparent conflict of interest or conflict with the policy, speaking may not be permitted.

Speakers will be given priority to speak in the following order: (1) Medicaid FFS patients; (2) Advocates speaking on behalf of Medicaid FFS patients; (3) Healthcare professionals. If the allocated amount of time for the consumer comment portion of the meeting expires prior to all persons being recognized who have signed up to speak, then written comments will be accepted only from those persons who have signed in and submitted a completed disclosure statement and were unable to speak at the meeting. Those written comments must be submitted immediately upon adjournment of that DURB meeting. Those comments will then be distributed via a secure web site to the board members. No written comments or materials will be accepted from those persons who were able to make presentations during the meeting.

Persons wishing to submit written comments for DURB review and not present at a DURB meeting must submit those comments along with a completed disclosure statement via U.S. mail postmarked at least five (5) business days prior to the scheduled meeting. If time permits, those submitted comments will be read at the end of the consumer comment session of the DURB meeting, in order of postmark date. Time limits applied to presenters also apply to written comments read during the DURB meeting. If time does not permit the reading of submitted comments during the DURB meeting, they will be posted on a secure web site for the DURB members to read at

their leisure. No written comments will be accepted without the signed and dated disclosure form attached.

The Chairperson of the DURB will moderate the session. Topics will be limited to matters being discussed at the current meeting. A timekeeper will monitor and signal when the allotted time is used. Speakers will be allocated three (3) minutes each, not to exceed six (6) minutes per organization. The Department retains the final authority over all aspects of the consumer comment session of this meeting.

Requests from providers or individual patients relating to specific claims issues will not be discussed during this session. However, these issues will be referred to the DCH pharmacy staff for review and response.

Rules for Speakers: The total amount of time allocated for the consumer comment portion of the DURB meeting is 45 minutes: 30 minutes for presentations and 15 minutes for board members to ask questions of the presenters or to respond to presenter questions. A podium and microphone will be provided for presentations. Speakers should hand in their completed and signed financial disclosure forms to the DURB Chairperson before speaking at the podium. Speakers must wait to begin their presentations until the DURB Chairperson has summarized to the Board what has been disclosed on the financial statement. Speakers are limited to 3 minutes each and a total of 6 minutes per organization. Audio-visual presentations are not permitted. Speakers and audience must respect the time limits and relinquish the floor upon request of the moderator or timekeeper.