



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 are being discussed at this DURB meeting.

Participants: Medicaid FFS members, advocates, 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 Review 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 comments in order to ensure that all financial and other pertinent relationships have been publicly disclosed. If there is an actual or apparent conflict of interest or conflict with the guidelines, speaking will 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 session of the meeting expires prior to all persons who have signed up to speak being recognized, then written comments will be accepted from those persons who have signed in, have 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 to: DCH Pharmacy Unit, 2 Peachtree Street, Atlanta, GA 30303. The disclosure statement is located on the DCH website (www.dch.georgia.gov). If time permits, those properly 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. DCH 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 the meeting. 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 session 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. Speakers should submit their completed and signed financial disclosure forms to a DCH staff member prior to the start of the meeting. Speakers should not begin their presentations until the DURB Chairperson has summarized for the Board any financial statement disclosure. Speakers are limited to 3 minutes each and a total of 6 minutes per organization. Audio-visual presentations are not permitted. The time limits must be respected and speakers shall relinquish the floor upon request of the DURB Chair, moderator or timekeeper.