

ATTENTION

DME, Home Health & Pharmaceutical Representatives

We sincerely appreciate the opportunity to be advised of your medical products and services. However, we extend presentation privileges expecting strict adherence to these rules:

1. Schedule your visit in advance:
 - Go to www.georgetownmedical.com. Click on "Pharmaceutical Reps," and click on "Request a Pharma Rep Appointment". From here you can "View Our Calendar" and make your request using the email response form.
 - Provide a telephone number & e-mail address where you can be contacted.
2. One individual only per session is permitted to detail in the clinic. Other team members (supervisors, trainees, etc.) are not permitted to accompany the designated rep into the treatment areas or physician offices.
3. Obtain an identification badge. When you arrive for your scheduled visit, check in with the receptionists and turn in your keys to receive an identification badge authorizing your detail in the Clinic. Please return the badge to the receptionists at the end of your visit and your keys will be returned.
4. **DO NOT** place any materials (handouts, pens, signs, product collaterals, brochures, clocks, or other branded materials) anywhere in the Clinic (walls, desks, patient lounges, exam rooms, office or other work areas). However, materials may be left on the conference room table or submitted to the MOC for review. If approved, they will be appropriately placed in the clinic.
5. Drug recall notification. In the event of a product recall, a company representative must personally advise our Administrator immediately.

*** NOTE ***

- I. Expiration dates **MUST** be written in black marker on the outside of each multi-box before delivery.
- II. No medication expiring within 6 months will be brought into the Clinic.