

10 tips for companies when reporting relationships with healthcare professionals

1. The Danish Medicines Agency must receive your report no later than 31 January 2019 every year. At the time you submit your report to the Danish Medicines Agency, you must also notify the proprietary pharmacists, doctors, nurses, dentists and prescribing pharmacists included in your report of the information you have provided to us about them.
2. Please use the template format available on the website of the Danish Medicines Agency to provide information about the persons you report to us. Please do not change the formatting of the columns, add columns or alter the template in any other way. You can find the template [here](#):
3. In columns D, E and F of the template, please enter the healthcare professional's personal address or email address – not the workplace address.
4. In column G, please enter either the civil registration number (CPR number) or the authorisation ID of the healthcare professional. You can look up the authorisation ID [here](#):
5. In columns H and I, please enter dates in the format dd-mm-yyyy. The report covers maximum one year. The start date of a relationship commencing before 2019 should be entered as 01-01-2019. If the relationship continues after 2019, please enter the end date 31-12-2019.
6. A healthcare professional related to the company should only appear one time in the report. If a healthcare professional has had several relationships with your company during a calendar year, please use the start date of the first relationship as the start date and the end date of the last relationship as the end date. Several types of relationships may be stated together for each healthcare professional.
7. Your report should state only those healthcare professionals who have had relationships with your company specifically. The report should not contain information about healthcare professionals who have been related to other undertakings of your group, e.g. sister and subsidiary companies.
8. Your report should only cover healthcare professionals who are subject to the rules on relationships of the Danish Health Act. The rules on relationships cover proprietary pharmacists, doctors, nurses (only in relation to medical device companies), dentists and prescribing pharmacists (pharmaceutical companies). Where doctors, nurses and dentists are concerned, the rules only apply if the healthcare professional

undertakes clinical duties. Read more about the delimitation in our guideline for companies (in Danish only) available [here](#):

9. In research, it is generally only the principal investigator and others with similar responsibilities who should be reported to the Danish Medicines Agency. However, sub-investigators should be reported if they receive payment for participating in the project, and the payment is financed by your company.

10. Your reporting duty covers healthcare professionals who have had a relationship with your company. You should not report information about a healthcare professional if your company solely has borne the direct costs of the healthcare professional's participation in professional activities (e.g. the participation in a congress, symposium, course, conference, supplementary training or the like).