

March 31, 2010

To All Industry Representatives:

This letter is to notify you that effective May 11, 2010 the Des Moines University Clinics will implement a new policy regarding industry samples in the clinics. Please find attached for your review a copy of the recently adopted university policy entitled “**Conflict of Interest Policy—Pharmaceutical and Industry Representatives**”. Please read the policy. We would like you to sign the attached signature sheet indicating your knowledge of the policy and agreement to follow its terms. The signature sheet can be turned into the front office staff where it will be kept on file.

As you will note in the policy, Des Moines University Clinics will now only accept industry samples that have been approved by our Pharmaceutical Review Committee. Criteria for acceptance by the committee is detailed in the policy. The process to present information on each potential sample product begins with contacting the committee chairperson, Dr. Gary Hoff, for information on the application process. Dr. Hoff’s contact e-mail address is gary.hoff@dmu.edu.

No further samples will be accepted in the clinics effective April 15, 2010 to allow the current stock to be depleted. Any sample products left at the end of business on May 10, 2010 will be appropriately donated or discarded. Beginning May 11, 2010, only samples approved by the Pharmaceutical Review Committee will be kept in the clinic and dispensed to patients upon provider prescription based on the patient’s financial need. Patient financial need will be determined by application process. We welcome any information that you can provide about programs your companies may have in place to assist patients with limited financial resources. We will keep such information on file for our patients.

Once a product is approved as a sample in the clinics, the process to place it in the clinic is detailed in the attached clinic **Pharmaceutical/Industry Sample Policy**. This policy also details the process for industry representatives to provide ongoing information to medical providers in the clinics.

The clinic providers look forward to continued relationships with industry representatives as a valuable resource for information and products helpful to their patients. Please contact Cheryl Dahms, Clinic Director at 515-271-1702 with any questions regarding these policy changes. Thank you.

(Signature) _____

(Company) _____