



**Ethics & Compliance  
Disclosures**

**University Hospital**

# Disclosures

**There are multiple disclosures available:**

1. Attendance at Events (AAE)
  2. Outside Activity Questionnaire (OAQ)
  3. Non-Monetary Compensation (NMC) Questionnaire
  4. Outside Employment Questionnaire (OEQ) for UHNJ Board Members
  5. Joint Venture Questionnaire
  6. Personal & Business Relationships Disclosure
- **An email is sent (outside of MediTract) to create and reassign a disclosure**

# Accessing the Disclosure

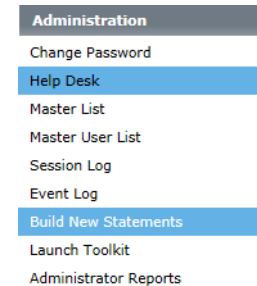
## FROM THE HOMEPAGE:

- Go to [www.meditract.com](http://www.meditract.com)
- Click the Secure Login button
- On the Login page, enter your user name and password
  - User name: full UHNJ email address
  - Temporary Password: uhnjyourlastname (**uhnjsmith**)
- You will be directed to the disclosure

# Initiating Request

**Filers will request a disclosure to be sent from their Administrator. The request will occur via email.**

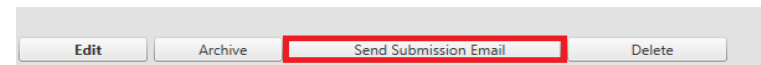
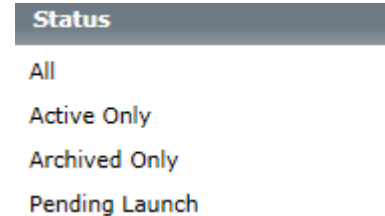
- To initiate a disclosure, log in to [www.meditract.com](http://www.meditract.com)
- Access Administration, from the navigation pane.
- Select Build New Statements
- Next, search for the filer or proxy by using the “Existing user” directory
  - *If the user is not listed, please add as a new user –within the same page. Login name will be the filer’s full uhnj email address*
- Complete each field, which has a red asterisk present
- Launch title will be “2016/2017 Statement Launch”
- Select the entity, department and category. The category is driven off the requested disclosure
- The viewing parties will include the filer’s supervisor and UH Ethics. Please select the supervisor first. Next hold the control key, on your keyboard, then select Ethics, UH
- Select the add button at the lower part of the page, to add the statement.



# Submitting the disclosure

Once the disclosure is added, submit the disclosure to the filer or proxy

- Access Status on the navigation pane
- Select “Pending Launch”
- Locate the recently created disclosure
- Select the hyperlink year
- Select the “Send Submission Email” button in order to send the email to the filer or proxy
- The filer or proxy will receive an email notification immediately



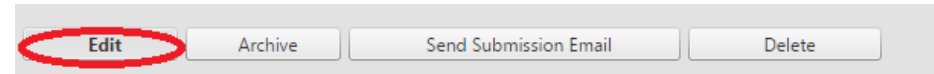
# Locating the Disclosure

- An email will be sent by the proxy user, once the disclosure is set to be reassigned
- The email will include the filer's name and Statement ID.
- Please access [www.meditract.com](http://www.meditract.com)
- Choose COIDS, open (if applicable)
- You will be directed to the Statement Search Page
- Please enter the Statement ID in the keyword textbox, or filter by the filer's name; select the search button

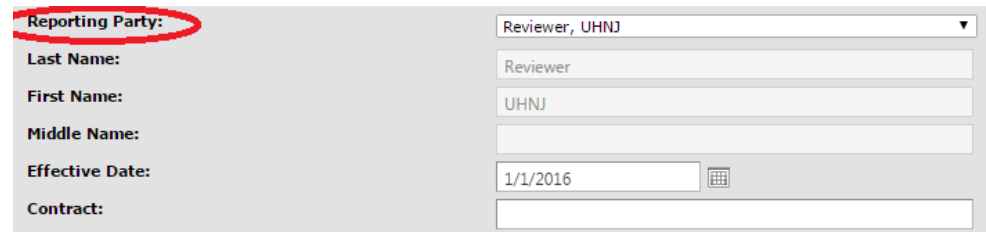
The screenshot shows the 'Statement Search Page' interface. It is divided into two main sections: 'Organization Information' and 'Statement Information'. The 'Organization Information' section includes dropdown menus for 'Contracting Entity', 'Department/Practice', 'Category', and 'Title', all currently set to '(All)'. The 'Statement Information' section includes dropdown menus for 'Reporting Parties', 'Viewing Parties', 'Fiscal Year', 'Launch', 'Compliance', 'Status', and 'Sort By'. The 'Reporting Parties' dropdown is circled in red. Below these is a 'Keyword' text input field, also circled in red. At the bottom of the form is a 'Search' button, which is also circled in red.

# Reassigning the Disclosure

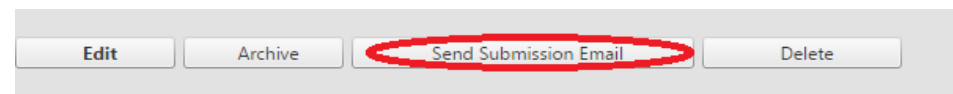
- Once the disclosure is located, please select the edit button
- The Reporting Party field will include a drop-down list
- Please choose the filer's name from the list
- Once the filer has been identified, please select the save button
- After saving the page, please select "Send Submission Email"
- The filer will be notified immediately to submit the disclosure



A horizontal bar containing four buttons: 'Edit', 'Archive', 'Send Submission Email', and 'Delete'. The 'Edit' button is circled in red.



A form titled 'Reporting Party:' with the following fields: 'Reporting Party:' (a dropdown menu with 'Reviewer, UHNJ' selected), 'Last Name:' (text input with 'Reviewer'), 'First Name:' (text input with 'UHNJ'), 'Middle Name:' (empty text input), 'Effective Date:' (calendar input with '1/1/2016'), and 'Contract:' (empty text input).



A horizontal bar containing four buttons: 'Edit', 'Archive', 'Send Submission Email', and 'Delete'. The 'Send Submission Email' button is circled in red.

# Approval Process

Once the disclosure is submitted, a series of approvals will occur:

1. The Supervisor will be the Initial Approval on the disclosure.
2. The Final Approval is rendered by the Office of Ethics and Compliance.
3. When final approval is granted, you will receive an email confirmation.



# Who to Contact in Case of Questions ...

If you have questions regarding the functionality of the database, need assistance running a report or lost your login information please contact our Helpdesk at **1866.296.1270** or [helpdesk@meditract.com](mailto:helpdesk@meditract.com)

For questions related to the content of your database and other information please contact :

**Office of Ethics & Compliance 973-972-3450**