



**Ethics & Compliance Disclosures**  
**Supervisor Approval/Declination Training Guide**

**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
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- **An email is sent once a disclosure is completed**

# 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

## FROM THE EMAIL RECEIVED:

- Click the link located in the email you received
- On the Login page, enter your user name and password
- You will be directed to the disclosure

**Note: Multiple, completed disclosures can appear within one email. Please review the email carefully**

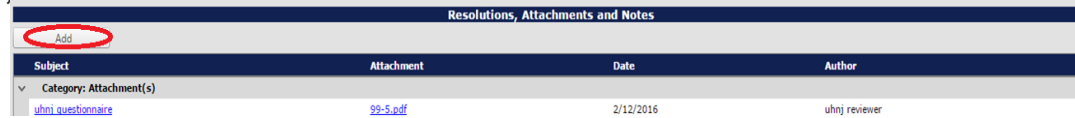
# Approval Process

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

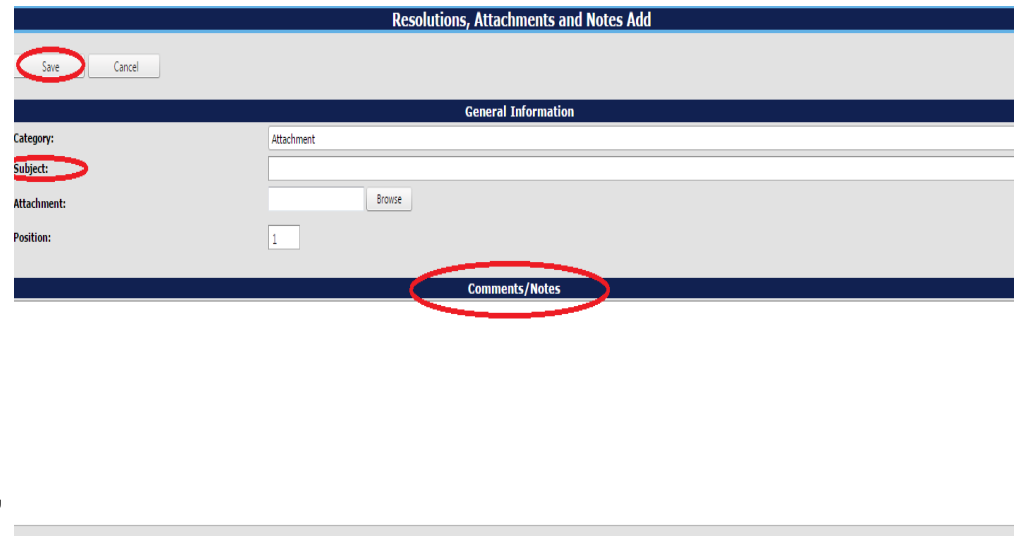
1. The Supervisor will be the Initial Approval on the disclosure.
2. The Final Approval is rendered by the Office of Ethics and Compliance.
3. When final approval is granted, you will receive an email confirmation.

# Approval and Declination Notes

- Upon completion of the disclosure, Supervisors are required to log approvals/decline notes in the Resolution, Attachments and Notes section
- The approval/declination will be documented in the subject line
- Locate the “Resolutions, Attachments, and Notes,” section at the bottom of the disclosure
- Select the Add button
- In the subject line, add “Supervisor Approval” or “Supervisor Declination.” If the disclosure is declined, please provide an explanation in the “Comments/Notes” section
- Please click save to upload the notes, or cancel to exit without saving



Resolutions, Attachments and Notes			
Subject	Attachment	Date	Author
uhnj questionnaire	99-5.pdf	2/12/2016	uhnj reviewer



Resolutions, Attachments and Notes Add

Save Cancel

General Information

Category: Attachment

Subject:

Attachment: Browse

Position: 1

Comments/Notes

# 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**