

Meetings with Industry Representatives

Procedures for Medical Services Administration (MSA)

Pharmaceutical, durable medical equipment, laboratory, or any other product or service representatives who have coverage questions should refer to the following resources:

- Michigan Medicaid Provider Manual: <http://www.mdch.state.mi.us/dch-medicaid/manuals/MedicaidProviderManual.pdf>
- Frequently Asked Questions from Drug Manufacturers: https://michigan.magellanrx.com/provider/external/medicaid/mi/doc/en-us/MIRx_drug_manufacturer_faqs.pdf
- Policy questions may be sent to MSAPolicy@michigan.gov

Industry representatives may request a meeting with MSA if their questions cannot be answered through the methods above, or if they want to meet for another approved purpose. The requirements below apply to these meetings:

1. An industry representative who is requesting an in-person meeting with MSA staff must submit the meeting request in writing to MDHHS-MSAIndustryRequests@michigan.gov. This request will be shared with MSA staff. The representative will be notified if MSA determines that a meeting is warranted.
2. If MSA declines the meeting request, the representative may send information or materials to MDHHS-MSAIndustryRequests@michigan.gov for review.
3. If MSA approves the meeting request, MSA will schedule the meeting.
4. MSA staff may request information or initiate a meeting by contacting the industry representative. The rules below apply to these meetings.
5. MSA will not grant meetings for the sole purpose of introductions, portfolio overviews, or pricing discussions.
6. Only submitted and approved agenda items will be discussed during the meeting. MSA will issue the agenda in advance of the meeting. Proposed agenda items and other meeting materials may be sent to MDHHS-MSAIndustryRequests@michigan.gov.
7. The entity may send up to three representatives to the meeting (this includes lobbyists, advocates and consultants). MSA will not meet with pharmaceutical sales representatives.

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8. At least two MSA staff must attend the meeting in person.
9. The meeting may not exceed 30 minutes. (Because drug outcomes-based contracts, supplemental rebates or other drug pricing initiatives often involve extensive negotiations, meetings to discuss these topics are exempt from this time limitation.)
10. The MSA Director may waive these requirements in limited extenuating circumstances. For questions regarding this process, contact MDHHS-MSAIndustryRequests@michigan.gov.