

Oregon Pharmaceutical Representative license – disclosure log:

Disclosure Log

Background:

1. Maintaining a disclosure log is a requirement of holding an Oregon Pharmaceutical Representative license. This log is a record of all interactions with Oregon health care providers (HCPs) while actively licensed. A downloadable log sheet is available on the [license webpage](#).
2. The disclosure log needs to be maintained for the calendar year while licensed. It is required to be submitted to the state through the [iReg portal](#) by April 1st of the following year. Every license holder is sent a registration email and directions for iReg at the time they are licensed. A registration link can be resent on request.
3. Answers to many specific questions about filling out the disclosure log fields can be found in the instructions sheet within the log.

FAQ:

1. **Who qualifies as a reportable HCP?** Any person who prescribes, provides, or dispenses pharmaceutical products. This includes not only prescribers but any HCP who provides or dispenses products.
2. **What interactions need to be reported?** Any marketing or promotional contact. This includes in person meetings, email, virtual, or phone contact. For example, a marketing email sent to 100 Oregon HCPs would need to be reported as 100 separate interactions. An interaction with an Oregon HCP is reportable regardless of which state the license holder is located.
3. **My employer will be tracking and submitting my contacts / disclosure log. Do I need to do anything else?** It is advised for license holders to be confident with such an arrangement. Regardless of who submits a log, the license holder is entirely responsible for ensuring it's submission and accuracy. A disclosure log submitted by an employer can be accessed by the license holder through their individual iReg account.
4. **What happens if I don't submit a disclosure log?** The minimum consequence would be that a license would not be able to be renewed, and that person would then not be allowed to work as a pharmaceutical representative in Oregon until the disclosure log is submitted and licensure is reauthorized by the state. The [license statute](#) outlines additional potential consequences of violating the license requirements.
5. **How can an employer gain access to iReg in order to submit logs for employees?** Please contact the licensing technician to set up iReg access.

State Contact:

Pharmaceutical Sales Representative Licensing Technician
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