

02/2011

**Pharmaceutical Code of Conduct
Instructions For Registered Manufacturers Regarding Modification of
a Previously Submitted Disclosure Report**

This memo is to provide guidance to manufacturers who would like to modify a previously submitted disclosure report. In order to modify a disclosure report, the Department asks that the manufacturer submit a new, complete disclosure report. The Department will remove the previously submitted disclosure report and replace it with this new file. Disclosure report files should be submitted as an attachment via email to the following address: Pharmameddata@state.ma.us. Emails should contain the following information in the subject line: 'manufacturer name', 'manufacturer unique ID', and the phrase "Disclosure Report Modification for year XXXX", where "XXXX" would be the year the data in the disclosure report refers to. Submitted disclosure reports will be reflected in the online reporting system after the regularly scheduled data refreshes, which take place monthly.

Any questions regarding this should be sent to the following email address: Pharmamedreg@massmail.state.ma.us