

**P & T COMMITTEE MEETING COMMENT PERIOD  
REQUEST TO PROVIDE COMMENT NOTICE REQUIREMENTS**

Please refer to the Michigan P & T Committee Notice for Additional Information

The public comments agenda item of the Pharmacy and Therapeutics Committee meeting is for the purpose of providing an opportunity for interested parties to provide comment. In order to do so, a written notice forwarded through e- mail, fax or U S mail must be sent to the P&T Committee Chairperson.

This written notice to comment must include:

- Your name,
- How you can be contacted (i.e., a phone number, address, and/or fax numbers),
- The organization you are representing,
- Your relationship to the organization and topic (such your title/position with the organization, your participation as member of an organization’s speakers bureau, researcher including who is sponsoring/supporting the research, etc. as appropriate) and
- The topic area that you wish to comment on.

The request must be received at least 6 business days before the meeting date.

Requests may be submitted by email to Donna Kreps at [krepsd@michigan.gov](mailto:krepsd@michigan.gov).

Please include “Request to Provide Comment at P&T Committee” in the subject line of your email.

To submit a request by fax, please submit to:

Michigan Pharmacy and Therapeutics Committee  
Attention: Donna Kreps  
Fax Number: 517-346-9892

To submit a request by mail, please send to:

Michigan Department of Health and Human Services  
Michigan Pharmacy and Therapeutics Committee  
Attention: Donna Kreps  
P O Box 30479  
Lansing, MI 48909-7979

**WRITTEN MATERIALS**

Written materials may be provided for committee members to supplement your comments. Unless forwarded electronically, three (3) copies are required initially although the Department may request additional copies.

P & T Committee Members have requested an opportunity to review such written materials in advance of the meeting. Materials should be forwarded to the above US mail address or e mail contact if available electronically and in a timeframe which will enable the Department to provide this information to the committee members several days in advance of the meeting.

## GUIDELINES FOR PROVIDING COMMENT

1. The time on the agenda for each agenda item is limited. An individual's comments to the committee are limited to 5 minutes in total.
2. Only one speaker "slot" will be available per meeting representing a single manufacturer or interest group. Within the allowable 5 minute time period, multiple speakers may share this "slot".
3. NO reference or information as to pricing is allowed in any comment(s). Such information will be considered reason for immediately ending the comment opportunity.
4. It is requested that comment provided in relation to specific medications be directed toward how this product is clinically superior or the specific advantage(s) it offers, new evidence/research results or synergistic outcomes which have been demonstrated.
5. Committee members will be provided with the list of speakers, the organization being represented (as applicable), speaker's relationship to the organization or topic area and the topic as provided in the "request to comment".