

From: _____
Sent: Wednesday, June 02, 2010 10:30 AM
To: _____
Subject: New Rep Policy at _____ Associates

_____ **Associates**

Policy as of 6/1/10

Baltimore, MD _____

410-____-_____

Pharmaceutical representatives office policy and guidelines

SAMPLES:

DO's

1. Pharmaceutical representatives should check in with _____ at check out
2. They should sign in on the log sheet
3. They are then permitted to go back to the sample closet one at a time and check if we need their samples
 - A. If we dont need them, they should sign out on the log sheet and leave for the day
 - B. If we do need samples, please stock them and return to the waiting area
 - C. Prepare the pad or form for the physician to sign when they come out for their next patient
 - D. Under no circumstances should the physicians be detailed in the waiting area. The patients waiting find it irritating when they are waiting to see their physician.

DON'Ts

1. Do not loiter in the hall area waiting for a signature.
2. Do not detail physicians during sample visits.
3. Do not go to a physicians office without having the front desk call ahead

LUNCHES:

DO's:

1. Lunches are scheduled at the front desk or via email: _____
2. Only one representative per product may schedule in any 30 day period to allow for other representatives on our schedules, you may be asked to reschedule if scheduled to soon.
3. We only open 3 months of the schedule to keep scheduling fair.
4. Lunches are from 12pm - 1pm.

Plan to have the your food delivered by 11:45am, setup by noon, so the noon group can begin on time

Representatives need to leave by 1pm because we use our kitchen for meetings everyday.

5. Meal requests:

Approved restaurant and caterers:

Baja Fresh	Bertucci's
Chinese (nothing deeply fried)	Vito's pizzeria
Umi Sake for sushi	Subway
Salsaritas	Casa Mia's
Five Guys	Chick fila
Santoni's crab soup and salads	Zanino's crab cakes
Panera Bread	Romano's Macaroni Grill
Atwater's	Seasons

Barbecue from Andy' or Adams, or Red Hot and Blue or Corner Stable

6. Please submit your lunch menu to _____ via email no later than the day before, so anyone with any allergies may plan to bring lunch that day. We only get a 30 minute lunch, so the staff needs to plan ahead. This also allows us to identify if we get the wrong lunch delivered before the food is opened.

DONT's

Please do not order wraps, several members of the office have not tolerated them well.

Also **DO NOT** order food from the following companies for this practice:

Dibs

Boston Market

Ridgely's Choice

Barron's

Billing Manager
_____ Inc.
_____ Associates

Baltimore, MD _____
PHONE: 410-____-____
FAX: 410-____-____