

AUA COI Disclosure Program Instructions

COI DISCLOSURE REPORTS






Section Administrators may log in using their AUA ID and Password (either the Section ID or Individual ID will work). The program allows access to look up a disclosure record for an individual or a custom list from Excel.


The AUA provides access to the COI Disclosure Reporting Program to Section Administrators for the purpose of providing disclosure content in conjunction with Accredited Continuing Education (CE) Activities where the AUA is the CE provider. Information about reporting requirements may be found in in the *AUA Principles, Policies & Procedures for Managing Conflicts of Interest* policy on [AUA's disclosure webpage](#). AUA does not publicly post disclosure information other than as required by ACCME. Questions about CE compliance can be directed to the AUA Office of Education (Phone 410-689-3930 or email education@AUAnet.org).

The direct link to the COI Reports is found using the quicklink from the address bar of a web browser

AUAnet.org/COIreports

Saved Reports for Nancy Waid

Report Name	Report Date	Report Type	Report Style	Date Range	Include Unconfirmed	Export to Excel	Delete
Board of Directors (00000012)	11/04/2021	Committee	Standard	Active	Yes		X
Paid Physician Consultants - Level 1 (00792103)	08/25/2021	Committee	Standard	Current	Yes		X
Board of Directors (00000012)	08/19/2021	Committee	Standard	Current	Yes		X
Judicial & Ethics Committee (00000052)	06/15/2021	Committee	Standard	Active	Yes		X
Bylaws Committee (00000015)	12/04/2019	Committee	Standard	Active	Yes		X

Create a new report:
Choose One 

The button below provides access to a report displaying all COI Disclosure Impersonation Sessions performed by authorized AUA staff.

[View COI Disclosure Impersonation Sessions Report](#)

[Logout](#)

From the dropdown menu “create a new report” users may select one of three options, individual, committee or Excel Custom List. Section Administrators should **select Custom from Excel**.

Save Report option to save the filters for individual report to later use (note that committee reports and excel custom lists will automatically appear on your saved report list)

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INDIVIDUAL

SEARCH CRITERIA

[Reports](#)->Individual Report Form

Conflict of Interest Disclosure Reporting

Search for a customer by either AUA ID or by name using the form below:

The screenshot shows a search form with the following elements:

- Save report? Yes No
- AUA ID: OR First name:
- Last name:
- Date Range: Start: End:
- Current (today) Active (2 years) Historical (5 years) All (10 years)
- Report Style: Standard Streamlined Traditional
- Include unconfirmed disclosures? Yes No
- Search

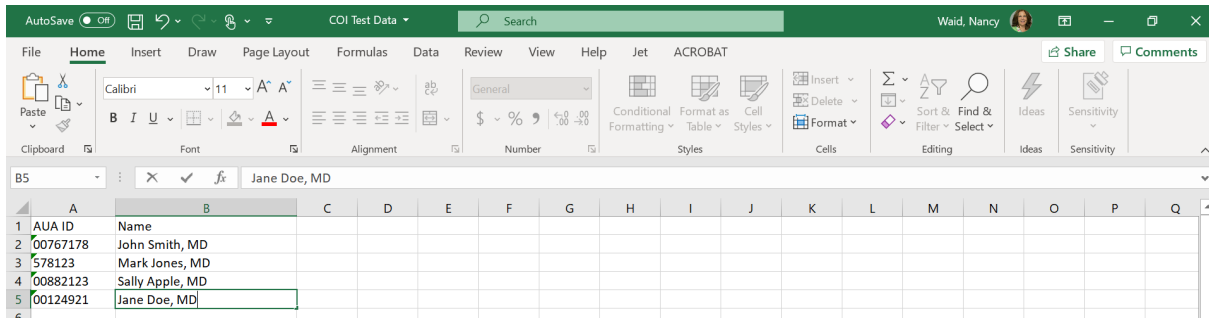
- **Search by AUA ID or Last Name** search options
- **Date Range Options**
 - **Current (today)** includes all items on a record as of today and also includes future items. A member’s record is considered current if it has been updated in the past year.
 - **Active (2 years)** includes current items and two previous years. The “active” disclosure record is also called the “lookback period” and is the report default. Note: In Nov 2021, the lookback period changed from 1 to 2 years. This is an ACCME requirement effective January 2022.
 - **Historical (5 years)** includes active items for past five years. This is the information that displays on a member’s active tab (2 years) + inactive tab (previous 3 years).
 - **All Disclosures (10 years)** includes historical items plus another previous 5 years (for a total of 10 years). Information prior to 10 years is not available through user reports.
 - **Custom Date Range** users may select a date range.
- **Report styles**
 - **Standard** includes all fields
 - **Streamlined** includes all fields except narrative, company type and specialty area
 - **Traditional** is text only and only includes the company and role information
- **Unconfirmed Disclosures**
 - **Yes** (default) with unconfirmed disclosures highlighted in red.
 - **No** omits unconfirmed disclosures from report.

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CUSTOM LIST

You can upload a custom list from Excel to pull disclosures (see instructions on following page).

1. Create an Excel worksheet where **the first column contains AUA IDs**. This should be the only worksheet in your workbook. The AUA IDs can include the preceding zeros or they can be omitted. If there is no AUA ID on file then information will not generate on the report. Section Administrators may use the member lookup on AUAnet.org to ensure they have the correct ID. <https://www.auanet.org/section-administrators-area/member-lookup>



- 2) Go to AUAnet.org/COIreports. Log in and select “Custom from Excel” from the “create a new report” dropdown menu

- Reporting steps are as follows:
 - Enter a Report Name
 - Choose File from computer to upload
 - The report default are Active (2 years prior from “today”), Standard Format (with narrative explanations) and include unconfirmed disclosures
 - For accredited CE activities change default date range to:
 - Custom Date range: Enter start date as 24 months prior to the activity start date and end date that corresponds to the last day of your program. Example: Activity dates are June 15, 2022 to June 17, 2022. You should use date range of June 15, 2020 to June 17, 2022.

SEARCH CRITERIA

[Reports->Custom Report Form](#)

Conflict of Interest Disclosure Reporting

Report name:

No file chosen

Date range:

Start: End:

Current (today) Active (2 years) Historical (5 years) All (10 years)

Report Style:

Standard Streamlined Traditional

Include unconfirmed disclosures? Yes No

Please note: The disclosure list will be displayed alphabetically by last name.

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- Reports always generate in **alphabetical order** by last name (not in order of data from Excel). You can print the webpage or export it to Excel by clicking on “Reports” at the top of the page. (See screenshot below)

Click on “Reports”

Reports - Custom Report

Basic Sciences
 Custom List COI Disclosure Report (Standard Format)
 Date Range of Disclosures: between 09/09/2020 and 09/13/2021
 Report Generated: 10/27/2021
 Disclosures in red are unconfirmed.

AUA ID	Name	Date Confirmed	Company Name	Company Type	Relationship Type	Specialty Area	Applies To	Financial	Start Date	End Date

Then click on the Excel Icon next to the report you wish to export.

Saved Reports for Jody Donaldson

Report Name	Report Date	Report Type	Report Style	Date Range	Include Unconfirmed	Export to Excel	Delete
Western	10/25/2021	Custom	Streamlined	Date Range	Yes		

Note: Unconfirmed disclosures appear in **red**. This means a member entered a new disclosure but exited the webpage before confirming his/her record. Members should be contacted to confirm their record.

SAMPLE STANDARD OUTPUT

AUA ID	Name	Date Confirmed	Company Name	Company Type	Relationship Type	Specialty Area	Applies To	Financial	Start Date	End Date	
882123	Sally Apple, MD	4/1/2021	ABC Pharma	Pharmaceutical	Consultant or Advisor	General Urology	Self	Yes	4/15/2018	Current	
Narrative: scientific study on BPH											
767178	Jane Doe, MD	4/2/2021	Urology	Health Publishing	Medical Journal	General Urology	Self	Yes	6/17/2020	6/17/2020	
Narrative: I am an editor for Urology.											
		4/1/2021	SUO	Medical Association	Leadership Position	Oncology	Self	No	1/1/2020	12/31/2023	
Narrative: I am on board as President											
767178	Mark Jones, MD	4/2/2021									
Status: Nothing to disclose											
340563	John Smith, MD	4/1/2021									
Status: Nothing to disclose											

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Special CE Instructions for AUA Section Administrators

1. **Check that Disclosures are Current** - For a disclosure to be considered current, the individual must have reviewed and/or updated and confirmed their disclosure within the 12 months prior to the activity start date. To confirm that a disclosure is updated, you may use the conditional formatting function in Excel to highlight anyone with a confirmed date.
 - a. Select the “Confirmed Date” column
 - b. Click on “Conditional Formatting” on the home tab
 - c. Select “Highlight Cells Rules”
 - d. Less than “enter the date that is 1 year prior to the start date of your program”
 - e. Choose a highlight option and click “ok”
 - f. Anyone with a confirmed date more than one year ago will be highlighted.

You will also need identify anyone that has a status of “Not Confirmed” in the confirm date field.

2. **Check for Owners and Employees** – Each time a COI Disclosure report is run, please ensure you are reviewing the report for any individuals that have indicated they are an owner or employee. Owners and employees of commercial interest are prohibited by the ACCME from participating in accredited CE except in three specific situations. If you identify an owner or employee, please contact the Office of Education for assistance in determining eligibility for participation.
3. **Planners** - Please provide the Office of Education with a list of planners including their AUA ID prior to your first planning meeting. AUA staff will ensure all disclosures have been updated in the past 12 months and complete a secondary review of this list to ensure there are no owners or employees of commercial interests. Please note that until a planner has completed their disclosure they may not participate in any planning discussions.
4. **Faculty** - Please provide the Office of Education with your list of faculty (speakers, moderators, abstract presenters, etc.) including their AUA IDs as soon as they are identified. AUA Staff will complete a secondary review of the list to ensure there are no known owners or employees of commercial interests. You should continue to review the disclosure reports for owners and employees each time they run a report in the event a new owner or employee disclosure is added.
5. **Final Disclosures to Learners** – Prior to your meeting, you should provide AUA Staff with the final listing of planners and faculty. AUA Staff will review the list to confirm all have disclosed in the past 12 months and that no owners or employees are included, and will format this list for posting. We will also provide a list of the AUA COI Review Work Group member disclosures for posting.