

Totality Closeout Checklist: System & Proof of Service Documentation

How to Use This Document

- ✓ Click on the transaction type below to view the associated compliance requirements for Totality Closeouts
- ✓ Review the requirements for all transactions and requirements specific to your transaction type
- ✓ Ensure all documentation has been successfully uploaded within Totality

- [Business Expense \(Field/Home Office\)](#)
- [General Consulting](#)
- [Marketing & Advertising/Promotion](#)
- [Advisory Board](#)
- [Promotional Speaker Program](#)
- [Speaker Training](#)
- [Symposium](#)
- [Educational Materials](#)
- [Market Research](#)
- [Investigator Meeting](#)
- [Company Sponsored Research](#)
- [Research Related Services](#)
- [Preceptorship](#)
- [Publications](#)
- [Investigator Initiated Studies](#)

- [Totality Resources](#)

Totality Closeout Checklist: System & Proof of Service Documentation

Requirements for **ALL** Totality Transactions

- ✓ Dated Screen Shots of OIG, EPLS, State License Verification (if applicable) uploaded in Totality
- ✓ Date that FDA Debarment check was completed
- ✓ Dually executed HCP Contracts
- ✓ HCP Resume/CV or Credentials
- ✓ Government employee release form (*if interacting/consulting with a government employee*)
- ✓ System Required Compliance Documentation (*located within the Totality transaction marked with a red asterisk*)
- ✓ Proof of Service Documentation (*can be system required documentation or additional documentation to provide proof of service*)
- ✓ Cross Border Documentation (*if applicable*)

Business Expense – Home Office/Field

System Required Documentation:

- ✓ Project Deliverable/Proof of Service

Examples of Proof of Service Documents:

- ✓ Data Purchase Description/Outline
- ✓ Conference Brochures
- ✓ Program Registration Details
- ✓ Itemized Invoice

Totality Data Template Type:

- ✓ Consulting (HCP Individual/Institution)
- ✓ Reception/Convention
- ✓ Patients Benefits & Educational Items

General Consulting

System Required Documentation:

- ✓ Project Deliverables/Proof of Service

Examples of Proof of Service Documents:

- ✓ Final Report
- ✓ Discussion Guide
- ✓ Meeting Minutes
- ✓ Itemized Invoice

Totality Data Template Type:

- ✓ Consulting (HCP Individual/Institution)

Marketing and Advertising/Promotion

System Required Documentation:

- ✓ Project Deliverable/Proof of Service
- ✓ Promotional/Content Review

Examples of Proof of Service Documents:

- ✓ Approved Materials
- ✓ Itemized Invoice

Totality Data Template Type:

- ✓ Consulting (HCP Individual/Institution)

The proof of service documents listed above are only examples to use as guidance – not all of the documents are required. If you are unsure of what to provide as proof of service, please work with your J&J Project Manager or Totality contact

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Advisory Board

System Required Documentation:

- ✓ Agenda
- ✓ Sign-In Sheet
- ✓ Project Deliverable/Proof of Service
- ✓ Approved Materials

Examples of Proof of Service Documents:

- ✓ Final Report

Totality Data Template Type:

- ✓ Consulting (HCP Individual/Institution)

Promotional Speaker Programs

System Required Documentation:

- ✓ Approved Materials
- ✓ Promotional/Content Review
- ✓ Sign-In Sheet
- ✓ Project Deliverable/Proof of Service

Examples of Proof of Service Documents:

- ✓ Sign-In Sheet

Totality Data Template Type:

- ✓ Speaker Bureau (Speaker)
- ✓ Speaker Bureau (Attendee)

Speaker Training

System Required Documentation:

- ✓ Approved Materials
- ✓ Sign-In Sheet
- ✓ Promotional/Content Review
- ✓ Project Deliverable/Proof of Service

Examples of Proof of Service Documents:

- ✓ Sign-In Sheet
- ✓ Educational/Training Materials

Totality Data Template Type:

- ✓ Consulting (HCP Individual/Institution)

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- ✓ HCP Resume/CV or Credentials
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- ✓ Cross Border Documentation (*if applicable*)

Symposium

System Required Documentation:

- ✓ Agenda
- ✓ Approved Materials
- ✓ Publication or Record Location (if applicable)
- ✓ Project Deliverable/Proof of Service

Examples of Proof of Service Documents:

- ✓ Sign-In Sheet
- ✓ Approved Presentation Deck

Totality Data Template Type:

- ✓ Consulting (HCP Individual/Institution)

Educational Materials

System Required Documentation:

- ✓ Promotional/Content Review
- ✓ Project Deliverables/Proof of Service

Examples of Proof of Service Documents:

- ✓ Survey Results
- ✓ Final Report
- ✓ Publication/Materials Developed
- ✓ Story Boards/Video Location

Totality Data Template Type:

- ✓ Consulting (HCP Individual/Institution)

Market Research (Un-blinded)

System Required Documentation:

- ✓ Project Deliverable/Proof of Service

Examples of Proof of Service Documents:

- ✓ Final Report
- ✓ Publication or Record Location
- ✓ Itemized Invoice

Totality Data Template Type:

- ✓ Consulting (HCP Individual/Institution)

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- ✓ HCP Resume/CV or Credentials
- ✓ Government employee release form (*if interacting/consulting with a government employee*)
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- ✓ Cross Border Documentation (*if applicable*)

Investigator Meeting

System Required Documentation:

- ✓ Agenda
- ✓ Sign-In Sheet
- ✓ Project Deliverable/Proof of Service

Examples of Proof of Service Documents:

- ✓ Slide Deck

Totality Data Template Type:

- ✓ Consulting (HCP Individual/Institution)

Company Sponsored Research

System Required Documentation:

- ✓ Project Deliverable/Proof of Service

Examples of Proof of Service Documents:

- ✓ Itemized Invoice

Totality Data Template Type:

- ✓ Clinical Site Expense (Site)
- ✓ Clinical Site Expense (Investigator)

Research Related Services

System Required Documentation:

- ✓ Project Deliverable/Proof of Service

Examples of Proof of Service Documents:

- ✓ Final Report/Presentation
- ✓ Itemized Invoice

Totality Data Template Type:

- ✓ Consulting (HCP Individual/Institution)

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- ✓ Cross Border Documentation (*if applicable*)

Preceptorship

System Required Documentation:

- ✓ Agenda
- ✓ Project Deliverable/Proof of Service

Examples of Proof of Service Documents:

- ✓ Itemized Invoice

Totality Data Template Type:

- ✓ Consulting (HCP Individual/Institution)

Publications

System Required Documentation:

- ✓ Project Deliverable/Proof of Service
- ✓ Promotional/Content Review (If applicable)
- ✓ Publication or Record Location

Examples of Proof of Service Documents:

- ✓ Final Publication/Manuscript
- ✓ Record Location
- ✓ Poster or other Materials

Totality Data Template Type:

- ✓ Consulting (HCP Individual/Institution)

Investigator Initiated Study (IIS)

System Required Documentation:

- ✓ Project Deliverable/Proof of Service
- ✓ Publication or Record Location
- ✓ Letter of Request
- ✓ Budget

Examples of Proof of Service Documents:

- ✓ Final Budget
- ✓ Manuscript
- ✓ Itemized Invoice

Totality Data Template Type:

- ✓ Consulting (HCP Individual/Institution)

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Totally Checklist: System & Proof of Service Documentation

Required Closeout Documentation/System Requirements

Agenda: Final Meeting Agenda or Event Program

Sign-In Sheet: Original/Hand Written Attendee Sign-In Sheet, Electronic Record (Live Meeting Registration)

Approved Materials: Non-editable final presentation deck, discussion guides, meeting handouts, content review record location number, record location of large files that cannot be uploaded in Totality (e.g. video)

Government Release Form: Documentation to be completed from government employer/ethics committee to allow government employee to participate as an independent contracted consultant. Documentation required prior to any work being started.

System Required Documentation: System required documentation based on the type of Totality transaction/project

Proof of Service Documentation: Documentation to be uploaded to provide proof that services were performed

Exclusion & Debarment Check Links

OIG Exclusion Verification: <http://exclusions.oig.hhs.gov/>

EPLS Exclusion Verification: <https://www.epls.gov/epls/search.do>

FDA Debarment Verification: http://www.fda.gov/ora/compliance_ref/debar/default.htm

State License Verification: <http://www.ama-assn.org/ama/pub/education-careers/becoming-physician/medical-licensure/state-medical-boards.shtml>

Note: Dated screenshots are only required for OIG, EPLS, and State License Verification.

Additional Information

Changes to Contract Template: Changes to contract templates may require review from legal and any approvals should be uploaded in Totality.

Payment Dates: Payment dates on checks must be after the project/event has ended

Scanned copies of receipts (Internal Only): Copies of receipts for direct reimbursements to HCP must be scanned and retained within Totality

Records Retention (J&J Supplier): Documentation, including check payments and reimbursement receipts must be retained per the J&J records and retention policy

Totally Training & Resource Documents: <http://www.totalitygatewayresources.com/>