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**TEMPLATE**

# MLR Reference Guide for [Company Name]



|  |  |
| --- | --- |
| Key Contacts |  |
| PRC Coordinator  *Name*  *Email*  *Phone*  *Alternate contact when out of office* |  |
| Marketing Director  *Name*  *Email*  *Phone*  *Alternate contact when out of office* |  |
| Other  *Name*  *Email*  *Phone*  *Alternate contact when out of office* |  |
| Key MLR Dates |  |
| Live Review Day |  |
| Submission lead time prior to live review, per SLA |  |
| Turn-around time for revisions |  |
| MLR System Access [omit if no system in place] |  |
| URL to access MLR system |  |
| Contact for login or system issues |  |
| File Naming Conventions |  |
| Job naming  *E.g. Year\_Product\_Title of Document\_Job Type* |  |
| Asset file naming  *E.g. Year\_Product\_Title of Document\_Job Type* |  |
| Reference naming  *E.g. Year\_Journal Name\_Author Last Name* |  |
| Other supporting documents with unique naming conventions  *E.g. Prescribing information, important safety information, etc.* |  |

## Pre-submission checklist

Use the below checklist to confirm you have completed all of the following before submitting your content for MLR review:

|  |  |
| --- | --- |
| ⃞ | Did you follow the appropriate naming conventions? |
| ⃞ | Did you include a description on the job? |
| ⃞ | Are due dates set appropriately? |
| ⃞ | Did you attach all supporting documents? |
| ⃞ | Are any related jobs linked to this job? |
| ⃞ | Are all design brand guidelines appropriately followed? |
|  | * Logo placement is correct * Appropriate brand colors are utilized * Typography styles follow guidelines * Etc. |
| *If this is a revision job:* | |
|  | ⃞ Have you addressed all feedback from a prior version? |
|  | ⃞ Are all references re-linked appropriately? |
|  | ⃞ Are any new references linked? |
|  |  |