

A CMS Medicare Administrative Contractor  
<https://www.NGSMedicare.com>

## Home Health & Hospice Education Collaboration Request Form

As the Centers for Medicare and Medicaid Services (CMS) Medicare Administrative Contractor (MAC) in Jurisdictions K and 6, National Government Services (NGS) goal is to offer innovative and effective experiences to assist and support our providers and partners in reducing provider burden while navigating the Medicare program. In doing so, our Home Health & Hospice (HHH) Provider Outreach & Education (POE) team is dedicated to establishing collaborative partnerships with national and state associations and providers to offer educational sessions and materials regarding Medicare regulations. To ensure the accuracy and value of all sessions and materials, all collaborative education will be developed and provided at the discretion of NGS.

Please complete the following information. Upon evaluation and review of your request, NGS will provide a response via email regarding participation availability within seven business days of receipt of your request.

Contact Information	
Association/Agency:	
Contact Name:	
Telephone Number:	
Email Address:	

Event Information	
Virtual or In-Person Conference:	
Name of Event:	
Date(s) of Event:	
Location (City, State, Venue):	
Billing and/or Clinical Education:	
Number of Educational Sessions:	
Requested Topic(s) for Medicare Education:	
Anticipated Number of Attendees:	
Anticipated Medicare Certified HHH Agencies:	
Complimentary NGS Exhibitor Booth:	

***Expenses***

As a reminder, all travel expenses incurred by the NGS POE staff as they relate to in-person collaborative event participation are the responsibility of the association/agency hosting the event. Travel expenses may include, but are not limited to: flights, baggage claim check, car rental, train or subway fare, taxi or Uber/Lyft fares, hotel costs, resort fees, meals, parking fees, and any other expenses incurred. Expenses incurred prior to the event (flights, hotel reservations, etc.) will be the sole responsibility of the requesting association/agency upon cancellation of the event.

**\*Important:** NGS does not charge for staff time or preparation of conference presentations and/or materials; nor can they accept a speaker fee. NGS does not provide printed materials.

**Request Submission**

Please submit this completed form to the [NGSHHHPOE@elevancehealth.com](mailto:NGSHHHPOE@elevancehealth.com) mailbox and note in the subject line "HHH Speaker Request"; again, please allow seven business days for a response to your request.

**Disclaimer**

Requests for education are subject to approval by NGS. NGS attendance at prior events does not guarantee attendance at future events. It is expected that all educational events are requested more than 60 days prior to the event. NGS may decline attendance at any time prior to the date of the event.

Thank you for your dedication to Medicare provider education.