

A CMS Medicare Administrative Contractor

Education Partnership Request Form

At National Government Services (NGS), Provider Outreach and Education works toward establishing partnerships with external entities (professional associations, societies, specialty organizations) to help share Medicare provider information. When possible, events and activities are coordinated with interested groups and organizations.

Please complete the information below to request participation at your event. Upon evaluation of the completed information, we will advise if it is possible to participate in your request.

Contact Information

Association/Society/Organization Name	
Contact Name	
Telephone Number	
Email Address	

Meeting Information

Check One: Home Health Hospice Both

Name of Event	
Location	
Date	
NGS Presentation Time	
Length of Event	
Length of NGS participation	
Suggested topics (Please be specific)	
Anticipated attendees (physicians, coders, administrative staff, compliance staff, etc.)	

Anticipated number of attendees	
Date response needed by NGS	
Distribution method of materials and due date	

Audio/Visual Equipment Available for the Event

Laptop	Yes ____	No ____
LCD/Screen	Yes ____	No ____
Internet Access	Yes ____	No ____
Microphone	Yes ____	No ____
Podium	Yes ____	No ____
Table	Yes ____	No ____

Information Needed by NGS

Presenter BIO	Yes ____	No ____	Due Date:
PowerPoint	Yes ____	No ____	Due Date:
Handouts	Yes ____	No ____	Due Date:
Other	Yes ____	No ____	Due Date:

Expenses

We may impose a charge for our participation in the event. This would include all travel costs. We will provide an estimate of our expenses prior to any commitment. NGS does not charge for staff time or preparation of materials. Our speakers cannot accept an honorarium.

Where to Submit Request Form

Please email the completed form to J6.provider.training@anthem.com and note in the subject line "Speaker Request." Please allow 10 business days for a response.