DME MAC Jurisdiction B **Request for Informal Call** **MTG 221**

Date

This form is optional. Prior to submitting a formal new LCD or LCD reconsideration request, the DME MACs encourage requestors to schedule an informal conference call to review the requirements for a valid LCD request. The following fields should be completed when requesting an informal call. Please include additional documentation if you exceed the character limit.

Note: DME MAC participation in the call may include DME MAC medical policy ancillary staff, in addition to the DME MAC Medical Directors, on behalf of each DME MAC jurisdiction. The Pricing, Data Analysis, and Coding (PDAC) contractor Medical Director(s) and ancillary staff may also be invited to attend these calls. (If you prefer that the DME MACs solely attend the informal conference call, then please specify such in your call request.)

REQUESTOR INFORMATION

First and Last Name **Title**

Organization

Email Address

Phone Number

Requestor Type (choose one)

- ☐ Medicare Beneficiary
- ☐ Individual Physician/Non-Physician Practitioner
- ☐ Health Care Professional* (if selected, complete Specify Requestor Type field to specify degree/credentials)
- ☐ Manufacturer
- ☐ Supplier/Provider
- ☐ Clinical Organization
- ☐ Industry Trade Organization/Coalition
- ☐ Consultant* (if selected, complete Specify Requestor Type field to specify client)
- ☐ Other* (if selected, complete Specify Requestor Type field to specify affiliation)

* Specify Requestor Type

PURPOSE OF INFORMAL CALL

I would like to schedule an informal call to discuss the requirements for a valid (select one option below):

- ☐ **New LCD Request** Topic for New LCD
- ☐ **LCD Reconsideration Request** Title of existing LCD for reconsideration

INFORMAL CALL INFORMATION

Please indicate three (3) potential dates and times for an informal call:

Potential Date and Time #1

Potential Date and Time #2

Potential Date and Time #3

(Recommended) Provide a teleconference number with enough lines to accommodate a minimum of 30 participants:

Teleconference number **Passcode**

(Optional) A web link to visually present materials during the call.

Web link **Passcode**

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Summary information (1-2 paragraphs, maximum) - Description of technology, product, or service to be discussed.

Other (This is a space where you may specify to the DME MAC that you prefer solely the DME MACs attend the call. If you do not provide information in this field, then please know the PDAC may also attend the call.):

Email to: LCDReconJB@cgsadmin.com

Please see the table below to determine the information to include in the subject line of your email.

Informal Meeting to Discuss:	Subject Line of the Email:
New LCD Request	"Request for New LCD Call – **[Topic for New LCD]**"
LCD Reconsideration Request	"Request for LCD Reconsideration Call – **[Title of LCD]**"

REMINDERS

- Once the informal conference call request has been received, a DME MAC will communicate with you to confirm the date and time for participation in the call; and,
- At least one week in advance of the confirmed informal conference call date, the DME MACs and PDAC** will anticipate receipt of an agenda, presentation documents (if applicable), and an attendee list (including participants' names and titles who will attend on behalf of the informal conference call requestor). Therefore, after the informal conference call date has been confirmed, the materials should be sent to the following email addresses:

  Noridian Healthcare Solutions, DME MAC Jurisdictions A and D: DMERecon@noridian.com

  CGS Administrators, LLC, DME MAC, Jurisdiction B: LCDRECONJB@cgsadmin.com

  CGS Administrators, LLC, DME MAC, Jurisdiction C: LCDRECONJC@cgsadmin.com

  Palmetto GBA, LLC, PDAC** Contractor: pdac.hcpcs@palmettogba.com

**If you specified in your informal conference call request that you prefer the DME MACs solely attend the call, then the PDAC will not attend the call and you may exclude the PDAC email address from the list of recipients to which you send the agenda, presentation documents (if applicable), and attendee list.

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