

Date \_\_\_\_\_

Prior to submitting a formal LCD request, the DME MACs encourage requestors to schedule an informal conference call to review the requirements for a valid LCD request. The following fields must be completed in order for an LCD informal meeting call to be scheduled. Please include additional documentation if you exceed the character limit.

## REQUESTOR INFORMATION

First and Last Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Requestor Type (choose one)

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

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

New LCD Request                      Topic for New LCD

LCD Reconsideration Request      List existing LCD for reconsideration

## INFORMAL MEETING INFORMATION

Calls may only be scheduled Tuesday, Wednesday, or Thursday between 9:00 a.m. and 11:00 a.m. Central Time Zone.

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 \_\_\_\_\_

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

Teleconference number \_\_\_\_\_ Passcode \_\_\_\_\_

List participants and titles. \_\_\_\_\_

# DME MAC Jurisdiction B Request for Informal Call (continued)

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Description of technology, product, or service to be discussed.

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*Attach agenda and any presentation materials.*

**Email to:** [LCDReconJB@cgsadmin.com](mailto:LCDReconJB@cgsadmin.com)

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

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

If the attachment size of the agenda and/or presentation materials exceeds 15 MB, the requestor must send the articles and supporting documents via multiple, smaller emails.

Please contact [LCDReconJB@cgsadmin.com](mailto:LCDReconJB@cgsadmin.com) for alternative methods for submitting large electronic files or if you have difficulty submitting an informal meeting request.