



Workshop/Speaker Request Form

Please fax completed forms to Palmetto GBA's Provider Outreach and Education department at 803-462-2678.

Associations and Medical Societies requesting the Palmetto GBA workshop series are asked to complete all sections of this form and fax it to Palmetto GBA at the number above. Palmetto GBA's education staff are available to **travel Monday through Friday only** except for national holidays (e.g., Memorial Day, July 4, etc.). Please keep this in mind when requesting dates and times.

Requests will be processed on a first come first serve basis. All requests are subject to approval by Palmetto GBA management and CMS. Dates and times cannot be confirmed or guaranteed until the approval process is completed. Therefore, to ensure there is enough time to complete the approval process, we request that the completed form be faxed to us **at least 30** days prior to the event. If the requested date(s) is/are not available at the time the form is received, the association/society contact will be notified and will be given the option to submit an alternate date(s). If the date(s) and time(s) are available, the request will be submitted for approval. Upon completion of the approval process, the association contact will be notified of the decision by way of email.

Section I- Information

Name of Association/Society

Association/Society Contact

Email for Association/Society Contact

Contact Telephone Number

Emergency Contact Telephone

***This is needed in case Palmetto GBA staff encounters travel delays or difficulty checking in to the designated hotel.*

Target Audience Clinical Billing *If both apply, check both boxes*

Provider Type:

Date(s) of Presentation

If the request is for clinical and billing, add "target audience type" next to the time for each.

Time(s) of Presentation

Location of Conference *(Include exact location i.e. name and address)*

Hotel for Palmetto GBA Staff

Section II- Event Registration Information

Unless otherwise notified by the association/society, the event will be posted to Palmetto GBA’s event registration portal. The posting will include the date(s) and time(s) of the event(s), the location, and a link to the association’s website registration page.

Enter registration link here if available; this can be provided to Palmetto GBA at a later date if necessary.

Section III- Workshop Handouts

Palmetto GBA will only provide an **electronic** .pdf file of the presentation for handouts. The .pdf file will be emailed to the association/society contact. The association/society has the option to determine how they wish to make the handouts available to their participants. The handouts can be downloaded, printed, or posted to the association’s/society’s website.

Please provide the email address to which you wish to have the handouts sent:

Section IV – Continuing Education Units (CEUs)

Any association/society that applies for CEUs in their states will be provided a copy of our objectives. If you indicate below that you will be applying for CEUs, we will automatically provide you with a copy of our objectives. If CEUs will be secured and the information is available at the time you submit the form, please provide us with the total number of CEUs that will be offered in the space provided below. Otherwise, leave this field blank.

Our association will offer CEUs Number of CEUs

Note: Palmetto GBA does not provide CEU credits themselves

Section V- Disclaimer and Signature

It is the responsibility of the association/society or requesting party to provide a minimum of **four hours** (2 for clinical and 2 for billing) of time for workshops requesting both clinical and billing education. The time for each workshop can be split (50/50) into two days or different time slots/breakout sessions. However, if the association/society is scheduling the workshop with multiple breakout sessions, Palmetto GBA’s speakers will determine the stopping points in the presentation. The handout will include the material that will be covered for the entire four-hour program for each workshop; therefore, the association/society will need to advertise/announce the sessions as Part 1, Part 2, etc.

Associations/society are responsible for providing two hotel sleeping rooms for the night prior to the session and/or the night of the session (for presentations that begin after 1:00 p.m.) at the hotel in which the event is being held when both clinical and billing education is requested. Only one sleeping room is needed if only clinical or only billing is requested. For conferences or speaking engagements not being held at a hotel, the association/requesting party is responsible for providing sleeping rooms at a nearby hotel. Palmetto GBA will cover all travel expenses other than the hotel rooms.

Palmetto GBA is required to keep a record of all providers that are educated. The information required at all educational events includes, provider name, PTAN (Provider Transaction Access Number, also known as the OSCAR or six-digit provider number) and NPI (National Provider Identifier). Please make sure your attendees are aware of this requirement as they will be asked to provide this information a our workshop sessions.

Association/Society Contact Signature

Date