

Key Elements of a Meeting Request:

1. When do you want to meet?
 - a. Pro Tip: Members of Congress are typically in Washington DC during the middle of the week. Aim for a Monday or a Friday for meetings, or check the Congressional schedule (<https://www.congress.gov/resources/display/content/Calendars+and+Schedules>) to see when they'll be back in their districts.
2. Who are you?
 - a. Pro-tip: Include basic information about your company. How many people you employ, patients you serve, where you're located, other notes of interest.
3. Why do you want to meet?
 - a. Pro-tip: It's always a good idea to meet with elected officials to educate them about home infusion. But it's a better use of their (and your) time if you have a specific issue that you'd like to ask them about. Check the NHIA website to stay abreast of the latest policy issues.
4. Who will be there?
 - a. Make sure you include contact numbers, email addresses, and a primary point of contact.

Sample Meeting request

Dear [elected official],

I am writing to request a meeting to discuss the importance of home infusion therapy. We would like to meet when Congress holds its district work period during the week of February 18, 2019, and can come in on Tuesday, February 19th at 11:00 a.m. If that time does not work, we are happy to work you're your staff to identify other dates that might be convenient for you.

ABC Infusion Solutions is a locally owned and operated home infusion pharmacy that provides high quality, cost efficient, personalized infusion care to more than [xxx] patients in the comfort of their own home. We employ [xx] pharmacists, pharmacy technicians, nurses, office support staff, and other employees in the local area.

We would like to discuss recent federal policy that could potentially affect patient's access to home infusion services in our area, and ways that, as our elected representative, you might be able to help preserve patients' ability to receive infusion services in the safety and comfort of their homes.

Meeting attendees will likely include Janet Stone, President and CEO of ABS Infusion Solutions, Bill Meyer, our Medical Director, Charles Mendez, Clinical Pharmacist, and Doreen Jackson, Director of Nursing.

Please contact Susan Lee at (202) 555-1212 or susan.lee@abcinfusion.com if you have questions or to arrange a time. Thank you for your consideration of this request.

Sincerely,