

2018
GUIDELINES FOR PARTICIPATION IN PUBLIC MEETINGS
FOR ALL NEW PUBLIC REQUESTS FOR REVISIONS TO THE HEALTHCARE
COMMON PROCEDURE CODING SYSTEM (HCPCS)

The purpose of the Public Meetings is to provide a forum for the general public to present information regarding specific Healthcare Common Procedural Coding System (HCPCS) coding requests for products, supplies and services. The meeting also provides an opportunity to obtain public reaction to the CMS preliminary coding recommendations, as well as CMS' preliminary recommendations regarding Medicare payment methodology. Coding decisions related to the Medicare and Medicaid programs internal operating procedures are reviewed internally, and are not included in this forum.

ROLE OF THE PUBLIC MEETINGS FOR ALL NEW REQUESTS, RELATIVE TO THE OVERALL HCPCS CODING PROCESS

The agendas for Public Meetings will consist of summaries of HCPCS coding requests for products, supplies and services that have been submitted through the standard HCPCS coding review and recommendation process. The specific items on each public meeting agenda will be posted on the HCPCS Web site at: www.cms.gov/medhpcsgeninfo. The public meetings are open to the public on a space-available basis. The meetings have typically been attended by representatives of drugs, biologicals and medical equipment manufacturers and suppliers; government relations, regulatory and compliance specialist personnel from various provider organizations; industry consultants; and CMS staff. Applicants who submitted a code request for a product that appears on the public meeting agenda are welcome to attend, however their attendance is not mandatory.

The CMS preliminary recommendations regarding coding requests and CMS' preliminary Medicare payment methodology recommendations are published approximately 4 weeks in advance of the public meeting on CMS' HCPCS Web site at: www.cms.gov/medhpcsgeninfo. After the public meetings, the CMS reconsiders its preliminary coding recommendations in light of any new information presented at the public meetings. CMS also reconsiders its pricing recommendations in view of information presented at the public meetings. CMS is the entity that maintains the permanent HCPCS Level II codes. CMS is the final decision-making authority concerning requests for permanent HCPCS Level II codes.

The Public Meetings are designed for all applicants and others to present additional information, clarify issues, and offer supporting or opposing perspectives regarding CMS' preliminary recommendations. Final coding decisions are not made at the public meetings. Final HCPCS coding and Medicare payment decisions are made by CMS, in accordance with the Medicare Statute and regulations. The public meetings provide an opportunity for CMS to hear, and for the public to provide, comments regarding applications and specific comments in reaction to CMS published preliminary decisions. CMS reserves the right to change its preliminary decision following the public meeting. Final decisions may or may not model the preliminary decision.

General information about the CMS' HCPCS coding process, the standard HCPCS code request format and detailed instructions can be found on CMS' official Level II HCPCS Web site at: www.cms.gov/medhcpcsgeninfo. The official update of the HCPCS code system is available as a Public Use File and can be downloaded for free at: www.cms.gov/medhcpcsgeninfo.

ADDITIONAL OPPORTUNITIES FOR PUBLIC INPUT

All public requests for HCPCS Level II codes that have been submitted through the HCPCS coding review and recommendation process are listed in the Public Meeting agendas and published on CMS' HCPCS Web site at: www.cms.gov/medhcpcsgeninfo. Comments, recommendations and inquiries are welcomed, and may be submitted via e-mail to HCPCS@cms.hhs.gov or via regular mail to CMS, c/o Centers for Medicare & Medicaid Services, 7500 Security Boulevard, Mail Stop C5-09-14, Baltimore, Maryland 21244. Comments and recommendations regarding these items may also be made in person at the Public Meetings. Written and oral comments will be considered if they are received by the end of the Public Meeting at which they are discussed.

FREEDOM OF INFORMATION ACT (FOIA)

All materials submitted to CMS are subject to FOIA rules, and may be released, in whole or in part, by CMS' FOIA Office, in response to a FOIA request.

MEETING LOCATION

Public Meetings are held in the Auditorium at the:

Centers for Medicare & Medicaid Services
7500 Security Boulevard
Baltimore, MD 21244

Meeting participants are responsible for arranging and funding their own travel and lodging.

NOTIFICATION OF PUBLIC MEETINGS, CONTENT OF THE AGENDA, AND MEETING SUMMARIES

Notice of the Public Meetings for All New Public Request for Revisions to the HCPCS Coding and Payment Determinations was published on 2/28/18 in the Federal Register at: www.federalregister.gov. A correction to the dates of the DMEPOS meetings for [1863-N] was published 3/21/18.

Public Meeting dates; agendas including the application summaries; and related materials and registration information are published at www.cms.gov/medhcpcsgeninfo. The product category reported by the applicant may not be the same as that assigned by CMS. All meeting participants are advised to review the public meeting agenda at www.cms.gov/medhcpcsgeninfo and the dates each item will be discussed. Draft agendas,

including a summary of each application and CMS' preliminary recommendations, will be posted on our website approximately 3-4 weeks prior to each public meeting. Summaries of CMS' HCPCS public meetings will be published on CMS' HCPCS website by the end of August, 2018. It is the responsibility of the applicant and the general public to monitor the appropriate web sites for announcements and other information related to the Public Meeting.

SELECTING AGENDA ITEMS FOR PUBLIC MEETINGS

Items are placed on a Public Meeting agenda for New Requests if the application for the item was complete and submitted timely to the standard National HCPCS process in the current coding cycle.

PUBLIC MEETING DATES AND TIMES, FOR CALENDAR YEAR 2018

Monday, May 14, 2018, 1:00 p.m. to 5:00 p.m., eastern daylight time (E.D.T.)
Drugs/Biologicals, Radiopharmaceuticals/Radiologic Imaging Agents

Tuesday, May 15, 2018, 9:00 a.m. to 6:00 p.m., eastern daylight time (E.D.T.)
Drugs/Biologicals, Radiopharmaceuticals/Radiologic Imaging Agents

Wednesday, May 16, 2018, 9:00 a.m. to 6:00 p.m., eastern daylight time (E.D.T.)
Drugs/Biologicals, Radiopharmaceuticals/Radiologic Imaging Agents

Tuesday, June 5, 2018, 9:00 a.m. to 5:00 p.m., eastern daylight time (E.D.T.)

Durable Medical Equipment (DME) and Accessories; Orthotics and Prosthetics (O & P);
Supplies and Other

Wednesday, June 6, 2018, 9:00 a.m. to 5:00 p.m., eastern daylight time (E.D.T.)
Durable Medical Equipment (DME) and Accessories; Orthotics and Prosthetics (O & P);
Supplies and Other

Because it is impossible to anticipate whether all presentations will fill their allotted time period (e.g., 15 minutes for Primary Speakers; 5 minutes for "5-Minute Speakers"), CMS cannot commit specific items to specific time frames, but can only estimate the amount time that may be needed. As a result, meetings may end earlier than the designated time. Meeting participants should review the dates and times of the public meetings included in this announcement and arrive no earlier than 45 minutes beforehand and plan on the meeting commencing promptly at the start time. Speakers are asked to arrive prepared and wait until it is their turn to speak.

The dates and starting times, vary for the Drugs and Biologicals meetings to be held May 14-16, 2018:

Monday, May 14, 2018, meeting begins at 1:00 p.m., eastern daylight time (E.D.T.) for
Drugs/Biologicals, Radiopharmaceuticals/Radiologic Imaging Agents

Tuesday, May 15, 2018, meeting begins at 9:00 a.m., eastern daylight time (E.D.T.) for Drugs/Biologicals, Radiopharmaceuticals/Radiologic Imaging Agents

Wednesday, May 16, 2018, meeting begins at 9:00 a.m. eastern daylight time (E.D.T.) for Drugs/Biologicals, Radiopharmaceuticals/Radiologic Imaging Agents

Tuesday, June 5, 2018, meeting begins at 9:00 a.m., eastern daylight time (E.D.T.) for Durable Medical Equipment (DME) and Accessories; Orthotics and Prosthetics (O & P); Supplies and Other

Wednesday, June 6, 2018, meeting begins at 9:00 a.m. eastern daylight time (E.D.T.) for Durable Medical Equipment (DME) and Accessories; Orthotics and Prosthetics (O & P); Supplies and Other

For those who would like to view and listen only, CMS will broadcast the meeting live via Live Stream Webcast at <http://www.cms.gov/live/>. Note that technical support is not available. There is no registration requirement for remote viewing via Live Stream.

REGISTERING TO ATTEND A PUBLIC MEETING

Registration can be completed online approximately 3 weeks before each meeting date at <https://www.cms.gov/apps/events/upcomingevents.asp>. To register by telephone or e-mail, please contact CMS National HCPCS Public Meeting Coordinator: Judi Wallace at Judi.Wallace@cms.hhs.gov or 410-786-3197.

Individuals must register for each date they plan to attend or to provide a presentation.

The following information must be provided when registering: the person's name, company name and address, telephone and fax numbers, e-mail address, and special needs information. A CMS staff member will confirm your registration by mail, e-mail, or fax.

Registration information is used to generate a list of attendees. The names of individuals who have registered will appear on the attendee list. This list is used by CMS Security guards to permit access into the building. It is also used to generate meeting sign-in sheets.

FOREIGN NATIONALS REGISTERING TO ATTEND A PUBLIC MEETING

Foreign National Visitors are defined as Non-U.S. Citizens, and non-lawful permanent residents, non-residents aliens or non-green-card holders. CMS policy requires that every foreign national is assigned a host (in accordance with the Department Foreign Visitor Management Policy, Appendix C, Guidelines for Hosts and Escorts). The host/hosting official is required to inform the Division of Critical Infrastructure Protection (DCIP) at

least 21 business days in advance of any visit by a foreign national. Foreign nationals are required to produce a valid passport at the time of entry.

Attendees that are foreign nationals need to identify themselves as such, and provide the following information for security clearance to the public meeting coordinator by the date specified in the **DATES** section below of this notice:

- A. Visitor's full name (as it appears on passport);
- B. Gender;
- C. Country of origin and citizenship;
- D. Biographical data and related information;
- E. Date of birth;
- F. Place of birth;
- G. Passport number;
- H. Passport issue date;
- I. Passport expiration date;
- J. Visa Type
- K. Dates of visits
- L. Company Name Position/Title

This information is necessary for security clearance.

Deadlines for Primary Speaker Registration and Presentation Materials:

The deadline for registering to be a primary speaker, and submitting materials and writings that will be used in support of an oral presentation are as follows:

May 9, 2018 is the deadline for submission of materials and primary speaker registration for the May 14, 15, and 16th, 2018 public meetings.

May 22, 2018 is the deadline for submission of materials and primary speaker registration for the June 5 and June 6, 2018 public meetings.

The day of the meeting, primary speakers need to bring their own laptop with their presentation, if their presentation has embedded audio and/or video files. **Please plan to arrive 45 minutes before the start of the public meeting, to test your presentation files from your computer.**

Deadlines for Attendees that are Foreign Nationals Registration:

Attendees that are foreign nationals are required to identify themselves as such, and provide the necessary information for security clearance to the public meeting coordinator at least 21 business days in advance of the date of the public meeting date the

individual plans to attend. Therefore, the deadlines for attendees that are foreign nationals are as follows:

- April 27, 2018, for the May 14, 15, 16, and 17, 2018 public meetings.
- May 10, 2018, for the June 5th, and 6th, 2018 public meetings.

Registration Deadlines for all Other Attendees (Non-Primary Speakers):

All individuals must register for each date or dates that they plan on attending. The registration deadlines are different for each meeting. Registration deadlines are as follows:

May 9, 2018 is the deadline for Non-Primary Speakers to register to attend for the May 14, 15, and 16, 2018 public meetings.

May 24, 2018 is the deadline for Non-Primary Speakers to register to attend the June 5th and June 6, 2018 public meetings.

Deadlines for Requesting Special Accommodations:

Individuals who plan to attend the public meetings and require sign-language, interpretation, or other special assistance, must request these services by the following deadlines:

May 1, 2018 is the request deadline for Special Accommodations for the May 14, 15, 16 and May 17, 2018⁷ public meetings.

May 22, 2018 is the request deadline for Special Accommodations for the June 5 and June 6, 2018 public meetings.

REGISTERING TO SPEAK AT A PUBLIC MEETING

Primary Speakers:

The applicant that requested the modification to the HCPCS coding system may speak or designate one primary speaker to represent the applicant's views on their application and

CMS' preliminary coding recommendation for a maximum of 15 minutes. Primary speakers that are not the applicant may not register as a primary speaker until after the actual applicant has made this designation to CMS in writing. Applicants may not reassign any unused or forfeited time or assign time to speakers who are not specifically designated to speak on their behalf. Designation of a primary speaker may be made via email to CMS National HCPCS Public Meeting Coordinator: Judi Wallace at Judi.Wallace@cms.hhs.gov

Fifteen minutes is the total time interval for the presentation, and must incorporate the demonstration, set-up, and distribution of materials. In establishing the Public Meeting agenda, CMS may group multiple, related requests under the same agenda item. In that case, CMS will decide whether additional time will be allotted, and may opt to increase the amount of time allotted to the speaker by increments of less than 15 minutes. In other words, the amount of time allotted to aggregate proposals might not be expanded exponentially by the number of requests.

Presentation materials page limit, deadline; and number of copies needed:

It is our intent to distribute any materials submitted to CMS for consideration. The CMS requires sufficient time, in advance of the public meetings, to review all submitted materials. For this reason, the HCPCS Public Meeting Coordinator will only accept presentation materials received by the submission deadline for each public meeting. For system security reasons, electronic presentations are considered final and may not be changed after the submission deadline. Submission deadlines for presentation materials are listed in the above section.

It is necessary for us to implement a **10-page limit** and firm deadlines for receipt of any materials and presentations that the meeting participant wishes CMS to consider. An exception will be made to this **10-page limit** only for relevant scientific studies published between the application deadline and the public meeting date, in which case, CMS would like a copy of the entire study, as published, as soon as possible, but no later than the public meeting date. Discussion or questions on any topic at the public meeting should not be construed as an extension of the deadline for materials submission.

Presentation materials may be delivered by regular mail (for receipt at CMS no later than the deadline date) or by e-mail to the public meeting coordinator listed above. . Individuals will need to provide 35 copies if materials are delivered by mail.

Primary Speaker Responsibilities:

In advance of the meeting:

- Register to be a Primary speaker by personally notifying the public meeting coordinators AND register on-line. You must do both.

- Upon registering to be a Primary Speaker, indicate your needs for audio/visual support. CMS offers an extensive array of audio and visual support options, as follows:

AV Options:

- Assisted Listening Device
 - DVD playback
 - Computer Display (compatible with CMS standard programs - check in advance with the meeting coordinator)
 - CMS' only mechanism to play audio and/or video files that are embedded in your presentation is for you to bring your own laptop.
 - Computer Interface (CMS can interface the video projection system with most laptop computers equipped with a standard VGA output connector)
- Please avoid using a dark or black background on your slides. If you include charts within your overhead slides, please make sure the font size is large enough so that audience can read the print.
 - Please do not submit audio-visual materials to Dropbox as CMS security cannot accept this format.
 - It is acceptable to provide your presentation from your laptop only if it includes audio and/or video. In this case, final presentations materials (summary statement and power point slides) are still due to CMS by our materials deadline.
 - Register on-line to attend the meeting (which is separate registration process from sending your presentation materials).
 - Provide a brief, written statement to the public meeting coordinator regarding the nature of the information that will be presented at the meeting.
 - Provide to the public meeting coordinator any DVD file you intend to use at the meeting. In order to ensure compatibility with CMS' systems, DVD files are tested and arranged in speaker sequence in advance of the meeting. CMS is only able to accommodate DVD files that are received timely. All materials are due by the submission deadline for the individual meeting, as listed in the chart (above). For systems security reasons, electronic presentations are considered final and may not be changed after the submission deadline.

On the day of the meeting:

- Primary speakers may bring handout materials with them for the public audience, and the public meeting coordinator will distribute all handouts at the start of the meeting. Any materials distributed at the meeting should also have been

forwarded electronically to CMS by the deadline for submission of written materials, for review by CMS. Equipment or samples intended for demonstration may not be shipped in advance of the meeting.

- Provide a written summary of your statement. State whether you support or disagree with the CMS preliminary recommendation and if you disagree, briefly summarize the reason(s) why.
- Bring laptop if your presentation has audio and/or video files embedded in your presentation and arrive at least 30 minutes before the meeting begins to be able to test that your files can be viewed.
- All speakers must declare in their oral presentation and in their written summary whether or not they have any financial involvement with the manufacturers or competitors of any items or services being discussed. This includes any payment, salary, remuneration, or benefit provided to the speaker by the manufacturer.

“5-Minute” Speakers:

Meeting attendees will be permitted to sign up at the meeting, on a first-come, first-served basis to make 5-minute presentations on individual agenda items. Based on the number of items on the agenda and the progress of the meeting, a determination will be made by the meeting coordinator and the meeting moderator, regarding how many 5-Minute speakers can be accommodated, and whether the number of minutes allotted should be reduced in order to accommodate more speakers. In order to offer the same opportunity to all attendees, 5-Minute speakers may only register the day of the meeting, and not in advance of the meeting.

5-Minute speakers are required to submit, on the day of the meeting, a brief (one page) summary of their presentation. 5-Minute speakers will not have access to audio/visual support.

All speakers must declare at the meeting as well as in their written summary whether or not they have any financial involvement with the manufacturers or competitors of any items or services being discussed. This includes any payment, salary, remuneration, or benefit provided to the speaker by the manufacturer.

The actual speaking time for guest speakers maybe less than 5 minutes; depending on the number of guest speakers that sign up, in order to accommodate all speakers within the meeting timeframe.

GUIDANCE TO SPEAKERS FOR AN EFFECTIVE PRESENTATION

Based on experience, CMS has established the following tips for an effective presentation:

Information that is helpful to CMS:

All speakers are required to state their name, relationship to the applicant and to the manufacturer, and declare any financial involvement with the manufacturer or competitors of any items being discussed. React specifically to the individual coding recommendation and state whether you support or refute it. If you disagree with the recommendation, provide substantiating information and explanation, and offer a recommendation as to how to correct it. Focus on factual information and objective, supporting documentation. Information that is in addition to that already provided in the application may help to make a point. CMS has evaluated the requests that appear on the Public Meeting agenda, arrived at and published its preliminary coding recommendations. The Public Meeting forum is an opportunity to provide additional information that may convince CMS to reconsider its preliminary recommendation. The focus of your presentation should be to convince the audience as to the reasons why your product is not adequately described by existing HCPCS code categories, and why your product fits the criteria for revising the HCPCS coding system, as described in a document entitled “Healthcare Common Procedure Coding System (HCPCS) Level II Coding Procedures” and in the (HCPCS Decision Tree) documents at: www.cms.gov/medhcpcsgeninfo. Describe who will and who will not benefit by the use of the specific product that is the subject of the application.

Information that is not beneficial to CMS:

Keep in mind that HCPCS codes identify categories of like products. The assignment of a HCPCS code does not guarantee, or even imply, that a product or service is covered by any insurer. HCPCS coding decisions and coverage determinations are completely separate processes. Coverage determinations are not part of the HCPCS coding decision-making process or part of the Public Meeting forum. Therefore, testimonials and discussions about medical necessity or efficacy intended to address coverage are not beneficial, and may detract from the purpose of the meeting.

It is inadvisable to expose at-risk patients for the purpose of providing testimony.

Blanket dismissal of coding recommendation(s) or simply reiterating the original request without responding directly, and thoughtfully, to each individual preliminary coding recommendation and decision rationale does not help CMS to understand why the recommendation is unsatisfactory, or how or why it should be changed.

The Public Meetings are not directed to the attention of buyers of medical products. Therefore, promotional information that does not address the uniqueness of the product category is not helpful.

Timing of presentations:

Speakers may take less but not more than the amount of time allotted (15 minutes for Primary Speakers, 5 minutes for “5-Minute” Speakers). Speakers may not give away, assign or yield unused time. Unused time is automatically forfeited to the moderator. Only the moderator may call speakers. Speakers may not call other speakers.

In fairness to all speakers as well as to the audience, the moderator will end all presentations precisely at the end of their allotted time. Therefore, it is helpful to rehearse and time your presentations so as to ensure that key points are made within the allotted time period.

The moderator reserves the right to interrupt a presentation in order to preserve the meeting for the benefit of the entire audience.

WRITTEN COMMENTS FROM MEETING ATTENDEES

The CMS welcomes the written comments of other persons in attendance at the meeting, who did not have the opportunity to or did not care to make an oral presentation. These written comments should be submitted at the meeting, to the public meeting coordinator.

All speakers (Primary Speakers and 5-Minute Speakers) are required to submit, on the day of the meeting, a brief (one page) written summary of their presentation.

SPECIAL NEEDS

Persons attending the meeting who are hearing or visually impaired and have special requirements or a condition that requires special assistance or accommodations should make a notation to that effect on the registration form, or directly contact one of the assigned Public Meeting Coordinators, as listed in this document, by the registration deadline. Advance notice is necessary in order for us to make arrangements to accommodate special needs.

SECURITY ON THE DAY OF THE PUBLIC MEETING

The meetings are held within the CMS Complex which is not open to the general public. In planning arrival time, CMS recommends allowing 15 minutes time to clear security.

As of October, 2015, visitors seeking access to Federal agency facilities using their state-issued driver's license or identification cards must present proper identification issued by a state that is compliant with the REAL ID Act of 2005, Public Law 109-13, 119 Statute 302, or a state that has received an extension. What constitutes proper identification and whether a driver's license is acceptable identification for accessing a federal facility may vary, based on which state issued the driver's license. As of February 5, 2018, the following state/territory is not compliant with the Real ID Act: American Samoa. Several states have received an extension that permits use of a valid driver's license. If your state/territory is non-compliant, please plan to present a valid U.S. Passport for identification to attend the HCPCS Public Meetings. In addition, this means CMS visitors from American Samoa will have to be escorted at all times while in the CMS buildings unless the visitor presents a valid passport. For more information, please refer to the Department of Homeland Security (DHS) website at: <http://www.dhs.gov> as well as the DHS website (<http://www.dhs.gov/real-id-enforcement-brief>).

Visitors to the complex are required to show a valid U.S. Government issued photo identification, preferably a driver's license, or a valid passport, at the time of entry to the grounds and to the building. Visitors not in possession of a valid I.D. will be denied access to the complex. Additional security clearance requirements apply to Visitors who are Foreign Nationals.

Visitors are subject to a vehicular search before access to the complex is granted. This includes inspection of vehicles inside and outside, at the entrance to the grounds. Once cleared for entry to the complex, participants will be directed to parking by a security officer.

All persons entering the building must pass through a metal detector. All items brought to CMS are subject to inspection. In order to ensure expedited entry into the building it is recommended that participants have their ID and a copy of their written meeting registration confirmation readily available, and that they do not bring laptops or large/bulky items into the building.

Visitors who are in possession of prohibited items will be denied access to the complex. Prohibited items on Federal Property include, alcoholic beverages, illegal narcotics, dogs or other animals except Seeing Eye dogs and other dogs trained to assist the handicapped, explosives, firearms or other dangerous weapons (including pocket knives). Participants are reminded that photography on the CMS complex is prohibited.

No visitor is allowed to attach USB cables, USB flash drives, or any other equipment to any CMS information technology (IT) system or hardware for any purpose at any time. Additionally, CMS staff is prohibited from taking such actions on behalf of a visitor or utilizing any removable media provided by a visitor.

CMS has been declared a tobacco free campus and violators are subject to legal action. Individuals who are not registered in advance will not be permitted to enter the building and will be unable to attend the meeting. The public may not enter the building earlier than 45 minutes before the convening of the meeting each day.

Visitor access is limited to the meeting area, the main lobby and the cafeteria with the exception of visitors from non-compliant states listed in the prior section. If a visitor is found outside of those areas without proper staff escort they may be escorted out of the facility.

During the meeting, there will be an opportunity for everyone to speak and CMS requests that everyone waits for the appropriate time to present their product and opinions. Disruptive behavior will not be tolerated and may result in removal from the meetings and escort from the complex.

In the event that the National Security level is elevated to “code red”, please phone CMS at 410-786-6010. In the event the building is operating under a code red this means the building will be closed and the Public Meeting will be cancelled.

2 WEEKS ADVANCE APPROVAL IS REQUIRED FOR BRINGING IN EQUIPMENT/DEVICES

CMS cannot assume responsibility for coordinating the receipt, transfer, transport, storage, set-up, safety, or timely arrival of any personal belongings or items used for demonstration to support a presentation. For security reasons, special arrangements and approvals are required two weeks prior to each public meeting in order to bring in pieces of equipment and/or medical devices. These arrangements need to be made with the public meeting coordinator. It is possible that certain requests, made in advance of the public meeting, could be denied because of unique safety, security or handling issues related to the equipment. A minimum of two weeks is required for approvals and security procedures to bring in equipment and/or devices. Any request not submitted at least two weeks in advance of the public meeting will be denied. CMS asks presenters to consider the practicality of bringing in large equipment or multiple pieces of equipment, and whether other means of demonstration, such as video or pictures, may be useful, less distracting, and more easily managed.

MEETING SIGN-IN ONCE ON-SITE

On-site sign-in for visitors who have registered to attend the meeting will be held 30 minutes prior to the starting time of each meeting.

FAQs:

WHO MAY ATTEND THE PUBLIC MEETINGS?

The public is invited to attend CMS’ Public Meetings. Entities who submit requests that are being discussed at the meeting and their competitors might attend. Attendance at the Public Meetings is voluntary and optional.

IS ATTENDANCE MANDATORY FOR APPLICANTS WHO HAVE AN ITEM ON THE AGENDA?

No. Attendance is completely voluntary. Whether or not the requesting entity is represented at the meeting, all agenda items will be presented with a description of the request and the CMS preliminary recommendation (as published with the agenda on the official HCPCS website at www.cms.gov/medhpcsgeninfo), and public comments will be invited.

ARE DECISIONS MADE AT THE PUBLIC MEETINGS?

No. The CMS' Public Meeting forum provides an opportunity for a requester to speak to CMS and to the Public, and an opportunity for CMS to hear from the requester and the public, and balance competing points of view. It is an opportunity for the general public and competitors to participate in a discussion of HCPCS coding for new requests.

Information provided at the CMS HCPCS Public Meetings is considered subsequently by the CMS. CMS is the final decision-making authority concerning requests for Level II HCPCS codes.

THE AGENDA DOES NOT INCLUDE TIMES. HOW DO PARTICIPANTS KNOW EXACTLY WHEN SPECIFIC ITEMS WILL BE DISCUSSED?

It is impossible to anticipate whether all presentations will fill their allotted time period (e.g., 15 minutes for Primary Speakers; 5 minutes for "5-Minute Speakers"), therefore CMS cannot commit specific items to specific time frames. CMS asks that speakers arrive prepared, plan on the meeting commencing promptly at the designated start time, and wait until it is their turn to speak. Meetings are typically scheduled to adjourn at a specified time.; however, because CMS can only estimate the amount of meeting time that will be needed, meetings may adjourn earlier.