



1. Designate a lead/host person to act as the moderator for the virtual and/or in-person visits.  
Lead/Host Responsibilities:
  - Intro to NARA
  - Facilitate intro of others on call
  - List our 'asks' Bills to support, then pass on to other speakers to go into more detail
  - Host also closes and summarizes with same 'asks'
  - Liaison/lead or host to complete post visit survey monkey
  
2. Introduction Tips: The lead/host person will start off the meeting with introducing themselves and state that the group is representing NARA. After the lead/host introduction they will then turn it over to the others to introduce themselves.
  - Introductions should be short and sweet: first and last name, discipline if applicable, job title and company that you work for.
  - It is important that you delegate in advance the order that all participants will go to introduce themselves.
  
3. Discussion of Priority Bills and Asks Tips:
  - It is important that you review the priorities that we will be covering in advance to delegate who will be speaking on each priority and most importantly if your member of congress or senate has signed onto the bill you will want to thank them.
  - It is important to note that often times these meetings are less than 10 minutes so let them know the priorities and gauge the meeting as you may only get to one or two of the priorities and that is ok.
  
4. Representative vs Senators:
  - Senators CANNOT Sponsor HR bills. They can Sponsor Senate bills (example- SMART Act HR5536 is a house bill and we are seeking a senate companion bill).
  - If speaking to a senator- don't ask them to cosponsor the HR bill but it is ok to inform them of the HR bill that is in place. Check to see what your Senators and Reps have done.
  
5. Setting a Schedule. We recommend you make a schedule and organize your team before the day of. Example schedule below:
  - 10:00 am Rep XYX (rep) OH- Toledo area 5th district. Meeting with assistant named ()
  - Intro: Group member 1 (lead/host person)
  - Support for SMART Act HR5536: Group Member 2
  - Stop the Budget Neutrality Cuts: Please cosponsor H.R. 8800 the "Supporting Medicare Providers Act": Group Member 2
  - Support an inflationary increase to the Medicare Physician Fee Schedule: Group Member 3
  - Waive Pay-Go: Group member 3
  - Begin long-term reform of the Fee Schedule: Group member 4
  - Note taker/follow up email: Group member 5



6. Sample Script/Talking Points:

**(Lead/host person to start)**

*Hello,*

*My name is **(First and Last name)** and I am **(discipline if applicable, job title and company that you work for)**. We are here today representing The National Association of Rehabilitation Providers and Agencies (NARA). NARA is the trade association representing 90+ organizations consisting of over 80,000 healthcare professionals dedicated to providing a multitude of skilled rehabilitation therapy services to individuals in a variety of settings including inpatient, outpatient, skilled care, assisted living, educational systems, industry/occupational health.*

*Thank you so much for taking the time to meet with me and my colleagues **(turn it over to the other participants to introduce themselves as well)**.*

**(Back to the lead/host person)**

*We wanted to thank you for taking the time to meet with us today. We have five priorities that we would like to discuss with you today:*

- 1. Support the SMART ACT: Please co-sponsor the SMART Act (H.R. 5536) which will exempt rural and underserved areas from the 15% assistant differential, and change the supervision requirement in private practice settings from “direct” to “general” supervision.*
- 2. Stop the Budget Neutrality Cuts: Please cosponsor H.R. 8800 the “Supporting Medicare Providers Act”, introduced by Congressman Ami Bera and Congressman Larry Bucshon. This legislation will stop the upcoming 4.5% cut to the Medicare Physician Fee Schedule.*
- 3. Support an inflationary increase to the Medicare Physician Fee Schedule: Help offset the extreme rise in costs of the last year - while Congress considers ways to reform the fee schedule.*
- 4. Waive Pay-Go: Congress must waive Pay-Go to avoid a 4% across the board cut to Medicare.*
- 5. Begin long-term reform of the Fee Schedule: The current Fee Schedule is flawed and must be reformed. Arbitrary budget-neutrality cuts, lack of inflationary increases, and a quality payment system that does not allow facility-based occupational therapy practitioners to participate is not sustainable.*

**(Lead person to turn it over to first presenter).** *After the presentation, ask if there are any questions. Answers to the questions should be open to all participants. Remember, to keep the answers short and sweet, you can personalize with stories and if you do not have an answer that is ok! Let them know that you will have someone get back to them.*



***(Turn over to the next presenter).*** After the presentation, ask if there are any questions. Answers to the questions should be open to all participants on the virtual hill day. Remember, to keep the answers short and sweet, you can personalize with stories and if you do not have an answer that is ok! Let them know that you will have someone get back to them.

***(Turn over to the last presenter).*** Start by thanking them again for their time and highlighting that this is the last priority and that they will be provided with the leave behind resource. After the presentation, ask if there are any questions. Answers to the questions should be open to all participants on the virtual hill day. Remember, to keep the answers short and sweet, you can personalize with stories and if you do not have an answer that is ok! Let them know that you will have someone get back to them.

***(Turn back to lead person).*** Start by thanking them again for their time and letting them know that they also have the leave behinds and let them know that you are all available to answer any questions that may arise. You may also want to invite them to one of your facilities.

**\*\*\*If you build a rapport or feel comfortable, we encourage your group to also ask the team if you can take a picture and share with NARA and social media.\*\*\***

7. Follow up email example:

Hi (enter name),

Thank you for taking the time to meet with (enter names). As members of the National Association of Rehabilitation Providers and Agencies (NARA) we appreciate ability to discuss and advocate for telehealth expansion under the Medicare program as well as support for education & workforce diversity for rehabilitation professionals. We hope that you will support us in stopping payment reductions for Rehabilitation Providers. We look forward to working with you to advance these policies that improve care quality for patients and residents in the long-term care sector. I have attached the resource we talked about to underscore today's conversation.

Please feel free to reach out to me or to NARA should you need any additional information or have any additional questions about our priorities.

**Insert signature lines with contact information and Christie's contact information.**

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