



Fee-For-Service Medicaid Pharmacy Program
Pharmacy and Therapeutics (P&T) Advisory Committee
Speaker Request Form
(Revised April 2019)

Speaker Information

** Please type or print legibly. Incomplete or illegible forms may not be processed.**

Meeting Date: _____

Name: _____

Title: _____

Organization: _____

Email: _____

Agenda topic (drug or class): _____

Includes slides (circle one): **YES** **NO**

Please disclose any conflicts of interest:

Public Presentation Guidelines

Attempts will be made to accommodate all speaker requests; we cannot guarantee that presentations can occur at certain times during the meeting or that all speakers will be allotted time to speak. Thank you for understanding.

A **public presentation** at a P&T meeting shall comply with the following:

- Verbal presentations shall not exceed three (3) minutes in aggregate per drug per manufacturer, with an additional two (2) minutes allowed for questions from the Committee, if necessary, or five (5) minutes by an individual speaking on a particular position.
 - A request to make a verbal presentation shall be submitted via **FAX (888-656-6822)** or **EMAIL (NGreenberg@magellanhealth.com)** at least five (5) business days in advance of the P&T meeting.
 - An individual may only present **new information** (package insert changes, new indication or peer-reviewed journal articles in the **past 6 months**) on a product or information on a new product.
 - A presentation shall be limited to an agenda item.
 - Speaker requests **do not** carry over to the next review of the agenda item if the agenda item is not presented at the meeting; a new request must be submitted.
 - If an agenda item is tabled by the Committee, speakers who have made a presentation on the item will not be permitted to speak again on the item when it is re-reviewed.
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Nonverbal Comments and Document Guidelines

Nonverbal comments and documents (limited to package insert changes, new indication, or peer reviewed journal articles in the **past 6 months**) shall be:

- Mailed to the following address with a total of **twenty-five (25)** copies so that the information may be distributed to the P&T members as well as to any other involved parties;

**Magellan Rx Management
Attn: Leeta Williams
275 E. Main Street 6C-C
Frankfort, KY 40621**

- Must be received at least five (5) business days in advance of the P&T meeting.

Electronic Media Guidelines

In order to allow for a full presentation, **electronic media materials** (e.g., slide presentations) shall be:

- Submitted via **EMAIL** (NGreenberg@magellanhealth.com) OR
- Mailed (on CD or jump drive) to the following address:

**Magellan Rx Management
Attn: Leeta Williams
275 E. Main Street 6C-C
Frankfort, KY 40621**

- Must be received at least five (5) business days in advance of the P&T meeting.
- Electronic media materials that are mailed **will not** be returned.

Nonverbal comments, documents, and/or electronic media that are not received in the time allowed cannot be distributed to, or viewed by, P&T members or any other involved parties.

If you have any questions, please contact Noah Greenberg at NGreenberg@magellanhealth.com.