

CHA Federal Advocacy Checklist

- Email a meeting request to your Member of Congress (MOC)**
 - [Search for your MOC](#)
 - Search for [scheduler's contact information](#)
 - Include a fact sheet about the hospital with the invite (basic facts, 1-2 pages describing number of births, emergency department visits, beds, full-time employees, specialty care services, affiliated clinics, etc.)

- Follow up with scheduler**
 - Set date and time
 - Ask if photographs are allowed. If cleared with the MOC's office ahead of time, plan to have a photographer take pictures of the visit or for a planned photo opportunity at the end of the visit.

- Choose three top federal issues for your hospital. Current suggestions include:**
 - 340B
 - Site-neutral
 - Rural health care
 - Financial instability
 - DSH funding
 - Prior authorization

- Review "Hospital Visit Success Plan"**

- Schedule a prep meeting with CHA**
 - Contact Nicole Hoffman, federal relations manager (nhoffman@calhospital.org) to schedule a prep call with Anne O'Rourke, senior vice president of federal relations (aorourke@calhospital.org).

- Plan a detailed agenda for the visit**

- Secure photographer** (if allowed)

- Offer to send a press release and/or social media post tagging the MOC**

- Email a thank you note**