



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

(Revised August 2021)

**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 (check one):**     YES         NO

**Please disclose any conflicts of interest below:**

**(A conflict of interest related to speaking at P&T is any relationship with a committee member or committee members family that could result in unfair judgement).**

**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 (kyproviders@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.



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- 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.

### 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: Shaleigh Hammons**  
**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

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

- Submitted via **email** ([kyproviders@magellanhealth.com](mailto:kyproviders@magellanhealth.com)) OR
- Mailed (on CD or jump drive) to the following address:

**Magellan Rx Management**  
**Attn: Shaleigh Hammons**  
**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.

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**Nonverbal comments, documents, and 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 Shaleigh Hammons at [Hammonss@magellanhealth.com](mailto:Hammonss@magellanhealth.com).