tips for conducting a meeting with a member of congress or candidate at your health center

* Find out in advance how much time your visitor will have. Let the scheduler know you would like to include a brief tour of the health center, followed by a sit down meeting. Ideally you should allot one hour for a tour and meeting.
* Choose areas within your health center that demonstrate the impact of your organization on the health of constituents. Walk the tour yourself in advance to make sure everything is in order and that you deliver your intended message.
* Provide opportunities for the Member of Congress or candidate to meet key health center staff — a physician, a board member who knows the legislator, and an employee such as a nurse or social worker who works directly with patients. Inform participants in advance so they can be prepared.
* Prepare a fact sheet on your health center to give to the visitor. Include information such as: number of patients served, number employees and volunteers, amount of indigent care provided, Medicare and Medicaid patient load, etc.
* **Notify NACHC and your state association about the planned visit**. Your state association can provide you with background information on the elected official and help you compile any statistics or information needed to illustrate your concerns.
* With the permission of the visitor, make arrangements to photograph the visit and include a story on the visit in your organization's communications. For candidates, be clear in the communication that the individual was not visiting as a campaign event, they were visiting for educational purposes, and also state that the opportunity has been extended to all candidates. Send the visitor copies of the story and/or pictures to remind them of their visit. If local press coverage is desirable, coordinate solicitation of coverage with the legislator's staff.