DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Medicare & Medicaid Services
7500 Security Boulevard, Mail Stop 04-07-06
Baltimore, Maryland 21244-1850

CENTER FOR MEDICARE

ICD-10 Coordination and Maintenance Committee Meeting
Department of Health and Human Services
Centers for Medicare & Medicaid Services
Virtual Meeting
March 17-18, 2020

INSTRUCTIONS TO PARTICIPATE

The meeting will begin promptly at 9:00 AM ET and will end at 5:00 PM ET each day. Lunch will be held from 12:30 PM to 1:15 PM.

Dial-In Information for Listen-only Participants
(Note: Participants will <u>not</u> be able to ask questions during the Q&A portions of the meeting unless joining the meeting by WebEx as instructed below)
- Toll-free dial-in access is available for listen-only participants. Listen-only participants are participants who wish to only listen to the meeting and do not wish to ask questions during the Q&A portions of the meeting.
     Day 1- March 17, 2020: Phone: 1-855-829-8848; Meeting Number: 738 435 991.
     Day 2- March 18, 2020: Phone: 1-855-829-8848; Meeting Number: 730 466 488.
     We encourage you to join early, as the number of phone lines are limited.

Detailed instructions for joining WebEx for Remote Meeting Participants
Remote participants (attendees wishing to both view slides and ask questions during the Q&A portions of the meeting) must join the meeting by WebEx*. To join this WebEx conference, as well as, connect to the audio portion of the conference, follow these steps in order.

Prior to joining the meeting via WebEx, **do not** dial into the conference via your desk phone/mobile device – instead:

1. **Select the appropriate link** for the March 17, 2020 or the March 18, 2020 portion of ICD-10 C&M Committee Meeting.
   Day 1: March 17, 2020:
   https://letsmeet.webex.com/letsmeet/onstage/g.php?MTID=e20f2a065e507d5e156f34aa9076e32e8
   Event password: This event does not require a password for attendees.
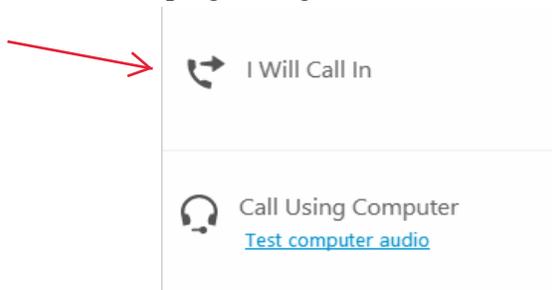
Day 2: March 18, 2020:
https://letsmeet.webex.com/letsmeet/onstage/g.php?MTID=e0e9e3e18a86ed9277fac903a52d8880a
Event password: This event does not require a password for attendees.

2. Fill in the requested information (first name, last name, email). Once you fill in the requested information, click the "Join Now" button at the bottom of the screen.

3. Once you have clicked on the appropriate link above, please navigate to the "Connect to Audio" icon and select it.

4. A box will appear with the following two options. Select "**I Will Call In**". CMS does not recommend using the option "Call Using Computer." Use of "Call Using Computer" will cause beeping during the call.

5. After choosing "**I Will Call In**" follow the steps outlined (be sure to use the TOLL-FREE number).

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6. After following these procedures, your audio will be synchronized with your web based attendance as shown below.

The green telephone symbol indicates that you have correctly connected to the audio feed and that your attendance is synchronized.

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7. After you are successfully connected, if you have any questions regarding the presentations, please use the raise hand feature during the Q&A session after each presentation and your line will be unmuted. Once your question has been addressed, please lower the raised hand.

   *Attendees must be logged into the WebEx via these instructions in order to ask questions during the Q&A sessions after each presentation, if time permits.

8. If time does not permit you to comment or ask a question during the Q&A session, you may submit comments and questions at any time using the "Chat" feature. All comments and questions submitted using the "Chat " feature, along with CMS' responses to them, will be posted on the CMS website as soon as possible after the meeting. Remaining questions may be submitted via the CMS ICD-10 Procedure Code Request mailbox at ICDProcedureCodeRequest@cms.hhs.gov.

If you experience technical difficulties during the meeting, please contact Michele Hudson for assistance at michele.hudson@cms.hhs.gov or 443-821-4266.