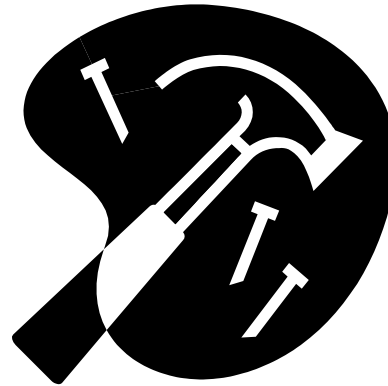




A National Voice for High Quality, Accessible Health Care.



Government Relations 101 Toolkit

Background

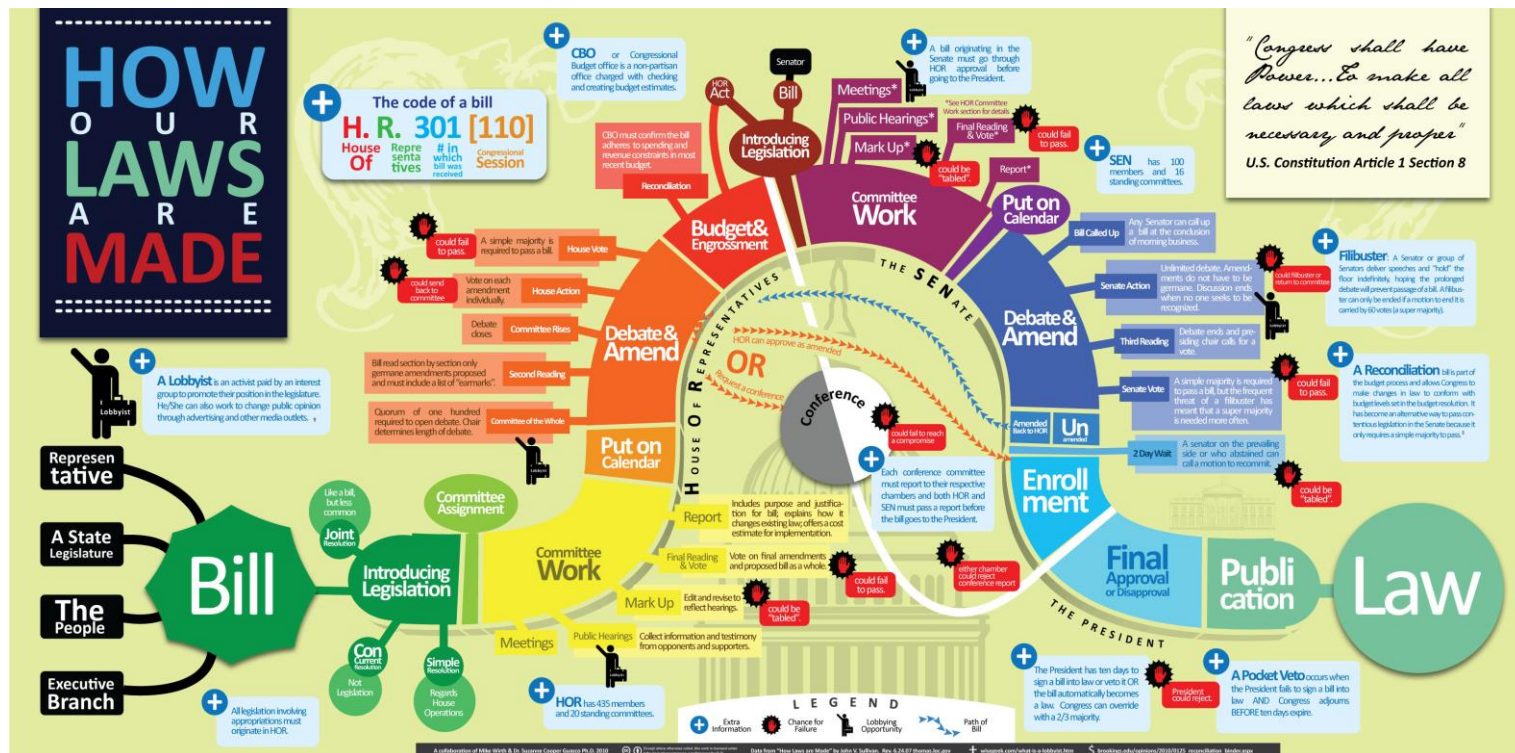
Laws vs. Regulations

Laws are passed by Congress and signed into law by the president. Regulations are issued by federal agencies or departments to “carry out the intent of the law.” Examples of health care regulating agencies include the Food & Drug Administration (FDA), the Centers for Medicare & Medicaid Services (CMS), and the Centers for Disease Control (CDC).

It’s important when advocating an issue to decide if the issue at hand needs a law change or regulating change. This is important when deciding who and how to advocate.

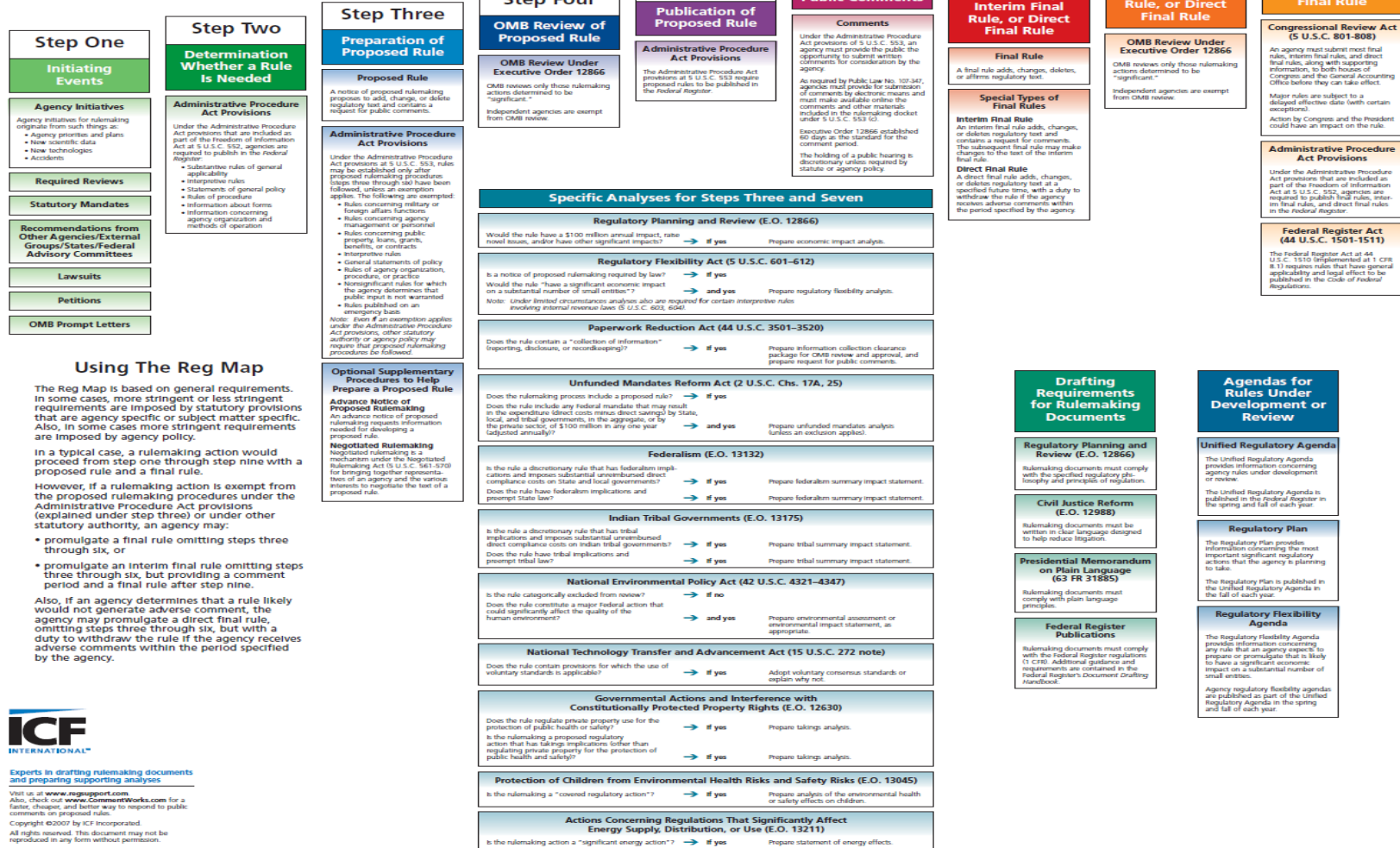
The Adventist Health Policy Association (AHPA) takes an active role in proposed legislation and regulation ensuring that existing and new federal legislation, policy, rules and guidelines allow AHPA members to fulfill their mission of outstanding, faith-based health care.

Legislative Process



The Reg Map

Informal Rulemaking



Building Relationships

Building relationships is not confined only to legislators, but also with other members of your legislators' staff. These players are influential in the health policy arena. Establishing a good rapport with each of these people is the first step toward achieving a successful advocacy program.

Policymakers You Should Know:

Congressional Offices

Members of Congress – Be sure to know the names of and basic facts about your members of the U.S. House of Representatives and your two U.S. Senators. Knowing the information such as political party, committee assignments and former profession can help build rapport and build a relationship.

Federal Government

- Chief of Staff
- Legislative Director
- Health Legislative Analyst
- Scheduler
- Regional Office Manager

State Government

- State Representative
- State Senator
- Governor

Local Government

- City/County Mayor
- City/County Commissioners

Planning a Legislative Visit

The most effective way to deliver your message to your elected officials is to schedule a visit with them to your facility. The Adventist health care facility represents a community service, a place where constituents receive care and a place where voters work. Let your elected officials see this in action.

Steps for Successful Visits

- **Schedule** - Call the staff person responsible for scheduling the elected official's dates.
- **Confirm** – Confirm the date, time and plans in writing either by e-mail or by a letter. Confirm again by phone as the date approaches.
- **Plan Agenda** – plan and rehearse what you want to cover. You may want to include a fact sheet on your hospital that includes information such as number of employees, local economic impact and community services. Notify hospital staff of tour and have them prepared to answer any questions.
- **Pull out the “red carpet”**
 - Arrange parking for the elected official so that they get in and out of the facility easily
 - Have a hospital staff person meet them in front of hospital and escort them to first stop
- **Follow Up** - After the visit, write to the elected official thanking them for their time and reinforce the points made during your visit.

Legislative Directory

It is helpful to keep the contact information for your federal, state, and local legislators available at all times. Fill in the spaces below for your reference.

U.S. Senator	Name:
	Phone:
	Fax:
	E-mail

U.S. Senator	Name:
	Phone:
	Fax:
	E-mail

U.S. Representative	Name:
	Phone:
	Fax:
	E-mail

State Senator	Name:
	Phone:
	Fax:
	E-mail

State Representative	Name:
	Phone:
	Fax:
	E-mail

Governor	Name:
	Phone:
	Fax:
	E-mail

Mayor	Name:
	Phone:
	Fax:
	E-mail