

Instructions for Letter of Intent Submissions

In order to submit a proposal to the Physician-Focused Payment Model Technical Advisory Committee (PTAC), stakeholders must first provide a non-binding letter of intent (LOI) *at least* 30 days in advance of their anticipated model submission. The date of LOI submission will not affect the Committee's assessment of a given proposal. Rather, the Committee will use LOIs to appropriately plan the time and resources needed for prompt review of proposals. PTAC began accepting LOIs on October 1, 2016, and full proposals on December 1, 2016.

An LOI should be two pages or less, single-spaced, with Times New Roman font no less than 12 point, and include the following information:

1. Expected participants: (1) the types of patients expected to participate in the proposed payment model; and (2) the estimated number and types of physicians and other providers expected to participate in the proposed payment model
2. Goals of the payment model: the improvements in clinical quality, patient outcomes, and/or health care spending that would result from the proposed payment model compared to the current payment system
3. Model overview: (1) a description of the basic structure of the payment model (e.g., creating payments for currently unpaid services, bundling of current payments for specific patients in a defined episode, risk adjusted global capitation for specific patients, etc.), and (2) an indication of whether the submitting organization believes the proposed payment model would be likely to meet MACRA requirements for an alternative payment model (i.e., an "advanced alternative payment model" as defined in currently proposed regulations)
4. Implementation strategy: a brief description of the organization submitting the proposal, and if the submitting organization is not a provider organization, the names of any provider organizations that are committed to implementing the proposed payment model
5. Timeline: (1) the date that the organization expects to submit the proposal, and (2) the earliest date the provider organizations involved believe they could be ready to implement the payment model if it is approved

Submitters should submit letters of intent through the PTAC [submission system](#). Submitters having difficulty uploading their LOI or proposal may contact PTAC@hhs.gov for assistance.

LOI submitters will receive an email with a unique link and information on uploading their proposal. Submitters may not upload their proposal until they receive this email.

Please note that LOIs will be posted to the PTAC website.

LETTER OF INTENT TEMPLATE
(Please copy onto applicant letterhead)

[Date]

Physician-Focused Payment Model Technical Advisory Committee
C/o U.S. DHHS Asst. Secretary of Planning and Evaluation Office of Health Policy
200 Independence Avenue S.W.
Washington, D.C. 20201
PTAC@hhs.gov

Letter of Intent – [Submitter name, topic of proposal]

Dear Committee Members,

On behalf of [submitting entity], I would like to express intent to submit a Physician-Focused Payment Model for PTAC review on [insert date, *must be at least 30 days after date of letter of intent*].

Expected Participants

Goals of the Payment Model

Model Overview

Implementation Strategy

Timeline

Signature [Names and addresses]