

AMA-MSS CTUW Modules
#9 – Panel on Serving the Uninsured

1) **Target Audience:**

Other medical students, primarily first and second years. Invite those who are on the wards, as well as faculty, though.

2) **Participating Groups:**

AMA-MSS Chapters

3) **Cost:**

Lunch.....	\$200
Flyers.....	<u>\$10</u>
	\$210

4) **Funding:**

CTUW Promotion Grant \$500 (use the extra for other events)

5) **Step-by-Step Instructions**

- a. Get together a group of interested students who want to help plan – this will break up the work and help increase the number of ideas for who to invite as speakers
- b. Decide on a date for your talk
- c. Register your event <http://www.ama-assn.org/ama/pub/category/15985.html> and on www.covertheuninsured.org.
- d. Generate a list of possible speakers. These could be medical school professors, physicians you've been on rounds with, health care administrators, medicaid/medicaid administrators, or local dentists, nurses, etc. Or they speakers could be local community members you've worked with. They can be people who work full time at clinics for the underserved and underinsured, those who devote part of their time to such clinics, or people who just happen to see a large number of uninsured at their clinic.
- e. Order the list and pick your top 4 speakers for the panel. Decide who will ask them to speak
- f. Decide in what order you will contact the other speakers and who will contact them if the first choice speakers can't make it. This way, every time you get a negative reply, you know who is next on the list, and that person can contact their speaker right away.
- g. Assign another person to deal with RSVPs and ordering the food.

- h. Tell each speaker to speak for about 10 minutes (shorten or lengthen this as you need) and then have a time for questions at the end.
- i. Send out emails 2 weeks before your event, and also just a few days before, asking people to RSVP. Order just a bit more food than the number of people who have RSVPed.
- j. Put flyers up and make announcements as the event gets closer.