



Dear Applicant:

Thank you for your interest in becoming an **NLN Affiliate Supplier**. Following is information about affiliate membership and an application form. To become an affiliate Supplier, please review the materials enclosed and submit the completed application forms, required documents and annual affiliate membership dues to the NLN office.

We will contact you upon receipt to confirm your status; please note that all applications are reviewed for approval (if declined, a letter of explanation will be sent to you).

Active NLN Affiliate Suppliers receive: three (3) copies of four (4) quarterly issues of *LymphLink* sent first class mail; priority call return on calls made to the NLN office; and all member benefits including discounts on educational materials and events such as the biennial NLN Conference on Lymphedema (visit www.lymphnet.org for information on dates and location).

Please feel free to call the NLN directly with any questions or concerns, and thank you for your interest and support.

We look forward to hearing from you.

Sincerely,

A handwritten signature in black ink that reads "Saskia Thiadens". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Saskia R.J. Thiadens, R.N.
Executive Director

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NLN Affiliate Supplier Qualifications

An NLN Affiliate Supplier:

1. Must have a valid Seller's Permit and business license.
2. Is strongly encouraged to sell bandages, garments and related items for the management of lymphedema that are recommended by the NLN Board of Directors and Medical Advisory Committee.
3. Must have a **certified fitter** on-staff, if garments are sold, or refer to an outside certified fitter (information about this person must be submitted with your application).
4. If pumps are sold, supplier **must** provide, upon delivery, on-site instruction to clients for safe and appropriate use of pump.

Responsibilities of NLN Affiliate Suppliers

1. Maintain an active business/resale license in current state of residence.
2. Maintain medically responsible, legal and ethical business practices.
3. Maintain yearly renewal by completing a renewal application form and submitting with copy of current business/resale license and yearly Affiliate Membership dues of \$450.00.
4. Demonstrate efforts to support and increase awareness in local public and medical communities regarding:
 - The prevention, treatment and management of lymphedema
 - The National Lymphedema Network (NLN) and related events/services
 - Encourage membership in the NLN
5. Demonstrate support of and willingness to collaborate with the NLN. *Optional:* Active Affiliate Members are invited to publicly display their status as an NLN Affiliate Supplier by posting the Affiliate Member certificate in an easily viewed location in the waiting or other public area of the facility, or by including "National Lymphedema Network Affiliate Supplier" in marketing materials /handouts (for example).
6. Demonstrate a commitment to collaborate/network with other NLN Affiliate Suppliers.
7. Demonstrate efforts to provide patients, health care professionals and the public with accurate, credible information regarding products and/or equipment sold by the Supplier, and their use in lymphedema treatment.
8. Keep the NLN office informed of changes in company ownership/structure, address and telephone number, submitting appropriate updated paperwork in a timely fashion.

In addition, NLN Affiliate Suppliers are strongly encouraged to:

Attend and/or sponsor/exhibit at the biennial **NLN International Conferences** on Lymphedema. NLN conferences offer unique opportunities for suppliers to display their products, and connect directly with NLN staff, other NLN Affiliate Members, and customers from around the globe. For information on upcoming conference opportunities, visit: www.lymphnet.org.



General Responsibilities of the NLN Office

1. Maintain NLN 800 Info line and direct dial support lines, referring callers to appropriate suppliers, treatment centers, diagnostic centers, therapists, and training programs.
2. Publish *LymphLink*, the quarterly NLN newsletter, including Resource Guide listings.
3. Publish and distribute NLN informational material.
4. Maintain the NLN database.
5. Provide a clearinghouse of information for such diverse groups as: Y-Me, ACS, NIH, NBCC, major cancer centers, publications, breast cancer support groups, rare/genetic disorder organizations, etc.
6. Provide information and advice for establishing support groups in areas that are not served by an NLN Affiliate Treatment Center or therapist. ("How to Set Up a Support Group" article is available online at www.lymphnet.org.)
7. Appoint members to the NLN Board of Directors and Medical Advisory Committee.
8. Maintain communication and ties with the International Society of Lymphology (ISL).
9. Process and send out orders (reprints, books, videos, audio cassettes, specialty items) and requests for information.
10. Maintain the NLN online website (www.lymphnet.org).

Responsibilities of the NLN Office to Suppliers

1. List active NLN Affiliate Suppliers in the *LymphLink* Resource Guide for four consecutive issues per membership year. Send three (3) copies of each issue by first class mail to active NLN Affiliate Suppliers.
2. List active NLN Affiliate Suppliers in the NLN website online Resource Guide, including an active link to the supplier's company website, if requested. Maintain periodic updates.
3. Refer callers on the NLN 800 Info and direct dial lines to NLN Affiliate Suppliers.
4. Maintain an up-to-date reference file for each NLN Affiliate Supplier.
5. Report to an NLN Affiliate Supplier any comments, compliments or concerns received via telephone, e-mail or post regarding that Affiliate Member.
6. Keep NLN Affiliate Suppliers abreast of current insurance, public policy or legislative issues regarding lymphedema that impact suppliers.



NLN Statement of Purpose/Mission Definition

Organization Purpose

The purpose of the NLN, a non-profit organization founded in 1988, is to provide education and support to patients, health care professionals and the general public (male and female, all ages) by disseminating information on the prevention and management of primary and secondary lymphedema.

Organization Mission

The mission of the NLN is to:

- make lymphedema a household word nationwide;
- support the establishment of national standards for lymphedema treatment and training with the goal of eventually licensing lymphedema treatment centers state by state;
- educate the medical community, medical schools, insurance companies (to ensure coverage of lymph-edema treatment for all patients) and the general public about lymphedema, and treatments available;
- create a climate of awareness, understanding and support for lymphedema and the patients who live with this condition.

In addition, the NLN supports research into the causes and possible alternative treatments for this often incapacitating condition, and is dedicated to actively supporting public policy and legislative issues regarding lymphedema (and related conditions) in the United States.

Primary Activities

The NLN provides an online website (www.lymphnet.org); a quarterly *Newsletter* that publishes educational articles, a Resource Guide (listing of treatment centers/health care professionals/suppliers), Support Groups, PenPals/NetPals, and updates on conferences and professional training courses; a toll-free info line (1-800-541-3259) and direct dial line to give emotional support, provide education and offer referrals to health care professionals and treatment centers, local support groups and exercise programs; a computer data bank.

Conference on Lymphedema

The NLN also presents a biennial national conference focusing solely on lymphedema. Information and updates are available online at www.lymphnet.org, or watch *LymphLink*, the NLN quarterly news publication, for details.

The NLN supports the goal of standardization of quality lymphedema treatment and training for lymphedema patients and health care professionals in the United States.



FOR OFFICE USE ONLY
Date Recv'd:
Ck# Charged
Biz License recvd? Y N
Approved by:

NLN Affiliate Supplier Application

Today's Date

Company Name

Owner/CEO

Address

City, State, Zip Code

Daytime phone () Fax () E-mail:

Contact Person Title

1. How long has your company been in business?

2. What product(s) do you sell?

3. If you sell garments, do you have a certified fitter on-staff? If no, to whom do you refer clients for fitting (required: name, address, telephone)?

4. Do you sell pumps? If yes, type/s: If you sell pumps, upon delivery, do you provide on-site instruction to clients regarding safe and proper use? Official signature

Please indicate how your listing should appear in the NLN Resource Guide:

Name of Supplier

Area Served (indicate city/state or Nationwide)

Telephone Number

The following MUST accompany your application:

- Enclosed is a copy of my current Seller's/Resale Permit and Business License.
Enclosed is literature about the company and the CEO.
Enclosed is a check for \$450.00.
Charge \$450.00 to the credit card (or pay online at https://www.shop.lymphnet.org):
Amex Disc M/C Visa : Card number: Expiration date:
Customer code: Signature:

Thank you. Please send the above to: