CPT Smart App Frequently Asked Questions

On this page, you will find a list of frequent asked questions pertaining to the Smart App. If you have any questions, feel free to send an email to ccappsubmit@ama-assn.org.

Question	Answer
Why migrate to a digital application?	A digital application allows for a more efficient and streamlined application process by improving interaction between applicants and CPT staff, utilizing current technology and aligning with the CPT code set.
How does this digital format benefit me?	A digital application provides a better experience for the applicant in a number of ways: 1) Easy access and retrieval of current CPT content allows for more efficient and accurate completion of code change applications. 2) Intuitive question flow also increases efficiency in completing applications. 3) Better and more accessible help text makes questions easier to understand. 4) Archival of previously submitted and draft-form applications centralizes information. 5) Updated Panel Agenda items (PAVs) are easy to find.
Will I still be able to use the paper applications?	Only the Category II application will remain paper-based at this time. For the February 2020 CPT Editorial Panel meeting and moving forward, **only** digital applications will be accepted.
What are the submission deadline dates?	You can find the submission deadlines on the digital application dashboard and by following this link.
Who can I contact if I am having difficulty answering the questions in the digital application?	Please reference any help text available for the question. If that is not available or if it does not provide clarification, please contact ccappsubmit@ama-assn.org for additional help.
How will I be notified of outstanding issues and/or follow up questions once I have submitted my application?	If clarification or additional information is needed before your application can be moved to the Advisor review period, a CPT staff member will create a comment in the application on the *CPT Staff Comments* tab of the control panel. You will then receive an email notification requesting that you review the CPT Staff comments and make revisions as requested.
What if I don't agree to the terms in the Legal chapter of the application (confidentiality, COI copyright assignment, attestations)?	These are required forms for submitting a CPT Code Change Application. You will not be able to submit an application without agreeing to the terms in the Legal chapter.

Will interested parties be able to review the code change application(s) I submit?	Yes. Interested parties who identify themselves and request to review an application will be able to review the responses denoted as "released to interested parties" in the CPT Code Change Application. The sharing of these sections promotes meaningful review and participation by interested parties.
Can I request information to be redacted from my application when sharing with interested parties?	No. Applicant responses denoted as "released to interested parties" will be shared, as is the standard for all applications.
Where can I get more information on the definitions of disclosable or material interests?	The full policy can be found in this link.
What are the CPT Lobbying policies?	The full policy can be found in this link.
If my application is not accepted by the Panel will it be saved so that I can modify and resubmit?	Yes. Your application will remain on your application dashboard and can be copied to a new application. You can make revisions and then resubmit for consideration at a future CPT Editorial Panel meeting. Please note that you will need to complete the necessary legal forms again.
What is the deadline to withdraw my application?	An applicant may withdraw a code change application at any time prior to it being discussed by the Panel at the CPT Editorial Panel meeting.
Does the information I enter in the application save as I navigate through the application?	Yes. When you click *next* to navigate to the next question, the information you entered is saved.
What if I don't submit by the application submission deadline date?	The application will remain available and you can submit it for consideration for the next CPT Editorial Panel meeting.
Why isn't the Category II application digital yet?	A number of changes are currently under review for the Category II application. Once those application revisions have been approved by the Panel, a digital version of the application will be available. Until then, you can submit the Category II paper form via email.
Why is the Proprietary Laboratory Analyses (PLA) application tool different?	The PLA application runs on a quarterly review cycle instead of the three-times-per-year review cycle of the other CPT codes. PLA codes have unique criteria and a multi-layered review process. A different application submission tool accommodates this unique set of codes. We are working to add these unique features into the Smart App tool.
When will the PLA application move to the Smart App tool?	We anticipate having the PLA application process for these unique features incorporated into a single tool soon.
I don't have my supporting documentation and literature yet and the tool won't let me submit an application without them. What should I do?	You must have the required documentation and literature attached in order to submit your application (different applications have different documentation and literature requirements). You can save your application for later and submit once you have all artifacts needed. If no supporting documentation is needed, you can click next.

How do I add other applicants or preparers?	From the application control panel, click the "Add Applicant" or "Add Preparer" button and you will be prompted to enter the email address of the other applicants or preparers. They will receive an email inviting them to be a part of the application process.
How will other applicants or preparers know to complete their legal forms?	They will receive an email notification informing them they have been added as an applicant or preparer on your application. A link in the email will direct them to the application. If they don't have a login with the AMA, they will need to create one. The email address you use to invite them as an applicant or preparer **MUST** be the same email they use to register with the AMA.
Can other applicants or preparers edit the application?	Yes. Other applicants and preparers can edit the application. However, you will not receive notification if an applicant or preparer makes a change to the application. Remember, this is a *submission* tool, not a *collaboration* tool.
Can other applicants or preparers submit the application?	Yes. Other applicants and preparers can submit the application.
Do other applicants and preparers need to sign the legal forms?	Yes. All applicants and preparers need to complete all legal forms, including disclosure of interest, copyright and confidentiality.
The deadline for submission is approaching and I can't get the other applicants or preparers to sign the legal forms. What should I do?	If you can't get a response from other applicants or preparers to complete the forms, you can delay submission until the next CPT Editorial Panel meeting. You can also remove the other applicants or preparers from the application via the application control panel.
How do presenters (who aren't applicants or preparers) register for a particular application?	Please contact Michael Pellegrino (michael.pellegrino@ama-assn.org) for further information on how to register for a particular application at the CPT Editorial Panel meeting.
How does an interested party get information about an agenda item?	The public agenda is posted 60 days before the CPT Editorial Panel meeting. You can contact Michael Pellegrino (michael.pellegrino@ama-assn.org) to request the relevant application information.
I want to modify my application after I've clicked submit. How do I do this?	Once your application is submitted, no additional changes can be made unless requested by CPT staff or Panel members. You can withdraw your application and then revise and resubmit it. The re-submitted application will fall into the current open application submission window.
I want to submit an application for modifying a guideline. How do I do this?	Guidelines and modifiers can be modified in the "Proposed Code Changes" question of each application. Use the "CPT Search" tool to find the current guideline or to determine placement in the code set of where you would like to add new information. You can use standard cut and paste functionality to insert text into the corresponding textbox, if needed.

When I upload a new document, will I see all the documents already uploaded for that question?	Yes. You will see all documents associated with that question. There is no need to upload the same artifact multiple times.
Where do I go to see the all the questions in each application?	You can access the full list of questions for each application by clicking here. Or you can start an application and then use the "print" button at the top of the left navigation bar to download a Word version of all the possible questions. You can also download a Word version of the application from the control panel.
Can multiple applicants or preparers edit an application at the same time?	No. An application can be edited by only one person at a time. If there is no activity for ten minutes, the applicant will be sent back to the application control panel and the application will be available for editing by other applicants or preparers associated with the application.
What is the difference between an applicant and a preparer?	Applicants and preparers have very similar roles—both can edit, add other applicants or preparers, submit or withdraw applications. However, preparers are not usually presenters at the CPT Editorial Panel meeting and will be listed in a separate section on the cover pages of the CCA or PAV.
Who can I reach out to for questions regarding a specific type of application?	Cat I/III Long Form, Cat I Short Form/RUC: Caitlin.dale@ama-assn.org MoPath/MAAA/GSP, Path Lab: Lianne.stancik@ama-assn.org Proprietary Lab Analyses (PLA): Thilani@attale@ama-assn.org
I am having issues logging into the Smart App. Who do I contact for further assistance?	Did you forget your password? Click here to reset. For all other login issues, contact the Unified Services Center at (800) 262-3211.
I'm not sure whether I should choose Pathology/Laboratory or MoPath/MAAA/GSA as my application type. Which should I use?	Please consider the following questions when applying for a Molecular Pathology/ Multianalyte Assays with Algorithmic Analyses (MAAA)/Genomic Sequencing Procedures (GSP) (MoPath/MAAA/GSP) application: Are you requesting a code or code change for any of the following? • Tier 1 Molecular Pathology procedures • Tier 2 Molecular Pathology procedures • Multianalyte Assays with Algorithmic Analyses (MAAAs) • Genomic Sequencing Procedures (GSPs) and other Molecular Multianalyte Assays If so, please complete the MoPath/MAAA/GSP application, However, for all other pathology or laboratory code change requests, please use the Pathology/Laboratory Test application.
My application was recently reverted. What do I need to do?	Review any comments from CPT Staff via the "CPT Staff Comments" tab in the Control Panel of the application. Once reviewed, make any updates that Staff has requested.

	When you are ready to submit, you will need to navigate through to the final step of the application process titled "Other comments", where you can then re-verify and re-submit your application.
How do I add attachments to my application?	You may add attachments via the "Attachments" tab found in the Control Panel for any type of application. Additionally, options to add attachments are found in various steps throughout the application submission process. Refer to the table below for the application types and their respective pages.

Type	Specific Pages with Upload Functionality
Cat I/III Long	- FDA Approval for HDE (Except for vaccine applications) * -- "Yes" must also be chosen on the "FDA Approval" page - Diagnostic Test (Except for vaccine applications) * - Reference Citations and Conflicting Reference Citations
Cat I Short RUC	You must use the "Attachments" tab in the Control panel to upload files for this application type.
MoPath/ MAAA/ GSP	- FDA Approvals Met * -- "Yes" must also be chosen on the "FDA Approval" page - Practice Parameters * - Manufacturer's Copy of Product Insert * - Standard CLSI Format * - Clinical Reports * - Test Performance *
PathLab	- FDA Approvals Met * -- "Yes" must also be chosen on the "FDA Approval" page - Practice Parameters * - Manufacturer's Copy of Product Insert * - Standard CLSI Format * - Test Performance * - Reference Citations and Conflicting Reference Citations

* Requires that the "Yes" option is chosen for that particular page

Which internet browser should I use for Smart App?	The Smart App tool is optimized for Google Chrome and Mozilla Firefox. It is highly recommended that you use one of these browsers for the best user experience. Internet Explorer is not recommended.
What does my application status mean?	As an application moves through the CPT panel process it will be assigned a status indicating progress. The following lists the various statuses and their definitions:

Status	Definition
In-progress	An application that is currently being edited by an applicant or preparer. Only one applicant or preparer can have it open for editing at any one time.

	Saved	An in-progress application that is saved and editable and is not actively being edited by any applicants or preparers.
	Submitted	An application that has been completed by applicants and/or preparers and is currently under review by CPT Staff. It is now locked and not available for editing by applicants or preparers.
	Reverted	An application that has been returned to applicant(s) due to CPT Staff-determined deficiencies. It is now unlocked to allow for remediation of deficiencies by applicants or preparers.
	Resubmitted	An application that has been resubmitted by an applicant or preparer after adjustments have been made to address deficiencies noted by CPT Staff. The application is locked again and not available for editing.
	Staff Reviewed	An application that CPT Staff has reviewed and is ready to be prepared for Panel review.
	Withdrawn	An application that has been withdrawn by an applicant or preparer. Applicants/preparers will be required to submit a rationale for the Withdrawal. A withdrawn application may be cloned and further edited. Applications may be withdrawn up until they are brought to the table at the panel meeting.
	Outdated	An application that has outdated CPT code set content and is only available for downloading and printing.

What do I need to do if my status is Outdated?	Each September, the AMA updates the CPT Smart App database with the CPT code set that becomes effective on January 1st, so that the applications reviewed in the February meeting are using the newest code set.
	If your application's status is Outdated, it can no longer be considered valid due to this refresh. However, you may still download it along with any artifacts that you had attached to the original application.
	In order to submit a revised code change application in the spirit of your outdated application, you will need to:
	- Create a new application within the Smart App - You can use the Word version of your downloaded, outdated application as reference to complete a new application - You can cut and paste your rationales, typical patients, descriptions of procedure from this word document directly into the CPT Smart App.