

CPT Advisory Committee: Criteria for Nomination and Selection

Duties/Responsibilities:

1. Active and informed participation as a CPT Advisor.
2. Provision of accurate advisory input to the CPT Editorial Panel.
3. As requested by the Chair of the Editorial Panel, participation in ad hoc workgroups and similar special projects.
4. Adherence to the published CPT Process.
5. Meet established deadlines for written comments and proposals.
6. Represent the coding perspectives of one's nominating specialty society.
7. Communicate and coordinate with nominating specialty society staff and physician leadership, including the society's delegation to the AMA House of Delegates.
8. Attend annual meeting of the Advisory Committee.

Position Dimensions Selection criteria:

1. Current AMA member (**required**).
2. Current license to practice in the U.S. (**required**)
3. Commitment to participate in all aspects of CPT Process (required).
4. Willingness to work with CPT coding staff on coding issues on a regular basis (required).
5. Willingness to participate in an AMA staff orientation session and/or mentoring by current committee members (required).
6. Commitment to represent specialty society and to coordinate with nominating specialty society staff and physician leadership, including the society's delegation to the AMA House of Delegates (required).
7. E-mail capabilities to speed communications (required).
8. Agreement to comply with the AMA guidelines for committee and council expenses (required).
9. Hold a current position on specialty society coding committee(s), if the society has such a committee (preferred).
10. Current involvement in direct patient care (preferred).

Principal practice model **(Select One)** ☐ Clinical or ☐ Administrative

Percentage of time in direct patient care _____ %

I have read the foregoing and hereby agree to comply with the described duties/responsibilities and that I meet the criteria outlined in this document.

Signature: _____

Date: _____