Interested Party Help Guide Overview

An “Interested Party” (IP) is an individual or entity that may have a legitimate interest or may potentially be impacted by the CPT Editorial Panel’s decision related to a Code Change Application (CCA), as determined by the AMA.

Once the Interested Party applies for access and is approved by the AMA, the identified individuals may receive and review the applicable application(s) in advance of the next CPT Editorial Panel meeting.

The following help guide explains how to request access and submit comments as an Interested Party for a Code Change Application.
When to request access as an Interested Party

Upon review of a CPT Editorial Panel meeting public agenda, if one believes that they need to provide comment on an issue, they must seek Interested Party status by submitting a request for a copy of the application and associated materials.

For Non-Pathology issues, only requests submitted through the CPT Smart App’s Interested Party Portal will be approved*. The online request form in the Interested Party Portal will ask for the identity of the Interested Party and a brief summary of the basis for the request (e.g., associated vendor/industry representative).

*For Path/Lab issues, use [this request form](#)
How to request access as an Interested Party

• Log into the CPT Smart App using your AMA login credentials
  • If you do not have an AMA profile simply create one using the prompts provided
• On the Smart App Dashboard, select the “Interested Party” link in the header
  • If you are logging into the Smart App for the first time, you will need to sign the end-user agreement and create a Smart App profile prior to the Dashboard being displayed.
Key Interested Party Dashboard Items

- Instructions, important announcements, key dates and comment deadlines are displayed at the top of the IP Dashboard.

- Below the Dashboard Announcements are the list of Code Change Applications for the upcoming CPT Editorial Panel Meeting. To request access to an application and the ability to comment, choose the “Request” link in the IP access column for the pertinent Code Change Application.
Interested Party Application

• Complete the request form to gain access as an IP for the application. This includes providing your name, email, employer, consulting firm (if applicable), and rationale for access.
• You will also need to review and attest to the CPT Conflict of Interest Policy.
• Once submitted, access to the CCA and any literature will be available on the IP Dashboard, as well as the ability to comment on the application.
• Applicants and CPT Staff will be notified when an Interested Party is granted access to an application.
Access Interested Party Comment Form

- If you wish to comment on the application after being granted access, choose the comment icon for that respective application.

- Applications to which the Interested Party does not have access will not have the comment function or other features enabled (they will remain greyed-out).

<table>
<thead>
<tr>
<th>App Type</th>
<th>IP Access</th>
<th>View IP CCA</th>
<th>Add Comment</th>
<th>View Comments</th>
<th>View Ballot</th>
</tr>
</thead>
<tbody>
<tr>
<td>lab</td>
<td>Granted</td>
<td></td>
<td>📬</td>
<td></td>
<td></td>
</tr>
<tr>
<td>cat1long</td>
<td>Granted</td>
<td></td>
<td>📬</td>
<td></td>
<td></td>
</tr>
<tr>
<td>cat1long</td>
<td>Granted</td>
<td></td>
<td>📬</td>
<td></td>
<td></td>
</tr>
<tr>
<td>cat1long</td>
<td>Granted</td>
<td></td>
<td>📬</td>
<td></td>
<td></td>
</tr>
<tr>
<td>lab</td>
<td>Request</td>
<td></td>
<td>📬</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Completing Interested Party Comment Form

• Complete all required fields in the comment form. This includes confirming your personal information, stating whether the application meets general criteria (and if not, why), entering additional comments, and uploading documentation (optional).

• Applicants and CPT Staff will be notified when an Interested Party comments on an application.
Download CCAs, comments, and ballots

Once an Interested Party has access to an application, they can download any of the following by selecting the icon in the respective column:

- CCA word doc and any literature submitted by the Applicant(s).
- Comments submitted by the Interested party (once they have been added).
- Panel Agenda ballot, uploaded by Staff just prior to the CPT Panel Meeting
  - Interested parties with access to the application are notified when a Ballot is available
Additional notes

• There are several exceptions for the Interested Party Portal specific to the February 2023 meeting. If you need access to any of the following, complete an Interested Party request form:
  1. Interested Party Portal does not contain Path/Lab applications
  2. Several applications were excluded from the new Interested Party process and the portal. For a list of those applications, refer to the “Announcements” found on the IP Dashboard.

If you have any questions regarding the CPT Interested Party process, please email cptinterestedparties@ama-assn.zendesk.com
Physicians’ powerful ally in patient care