



# CPT® Interested Party Help Guide

January 2025

# Interested Party Help Guide Overview

Stakeholders who want to review submission materials and make comments on specific agenda items at the CPT Editorial Panel meeting may do so by following the “Interested Party” process.

An “Interested Party” (IP) is an individual or entity that may potentially be impacted by the CPT Editorial Panel’s (Panel) decision on a [Code Change Application \(CCA\)](#) that is pending before the Panel.

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

# Interested Party Help Guide Overview

Each prospective Interested Party who intends to review the materials via the Interested Party Portal must independently request to be an Interested Party. Stakeholders are required to separately request access to each specific Code Change Application in which they are interested.

Once approved by the AMA, the individual is permitted access to the specific application and other relevant materials in advance of the CPT Editorial Panel meeting and may provide written comments about the application.

All materials received by Interested Parties are confidential pursuant to the Confidentiality Agreement to which each IP must agree. Interested Parties should not share materials accessed through the Interested Party process outside of their organization. Sharing information with employees within an organization for internal use only and solely in connection with the organization's coding activities is permitted.

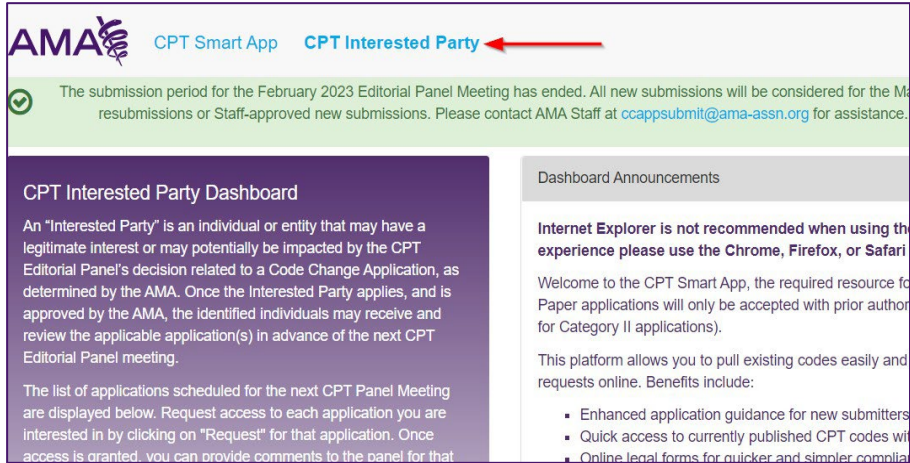
# When can CPT Code Change Application materials be requested?

Application materials for non-pathology agenda items become available for Interested Party request and comment once the [public agenda](#) has been posted to the [Panel meeting page](#). Application materials for Pathology/Laboratory agenda items become available for Interested Party request and comment once the lab agenda has been posted. The meeting agenda is available roughly 10 weeks before the meeting begins. Key dates can be found on the [Panel meeting process](#) page and on the [Interested Party Portal](#).

Upon review of the agenda, any interested individual may submit a request to be recognized as an Interested Party in order to receive materials for specific agenda items of interest. Only requests submitted through the CPT Smart App's [Interested Party Portal](#) will be considered.

For PLA agenda items, please contact [PLAsupport@ama-assn.zendesk.com](mailto:PLAsupport@ama-assn.zendesk.com)

# How can an Interested Party access the IP Portal?



The screenshot shows the top navigation bar of the AMA CPT Smart App. The 'CPT Interested Party' link is highlighted in blue and has a red arrow pointing to it. Below the navigation bar, a green banner contains a checkmark icon and text about the submission period for the February 2023 Editorial Panel Meeting. The main content area is divided into two columns. The left column, titled 'CPT Interested Party Dashboard', contains text explaining the role of an Interested Party and a list of applications for the next CPT Panel Meeting. The right column, titled 'Dashboard Announcements', contains a warning about Internet Explorer, a welcome message, and a list of benefits including enhanced application guidance, quick access to CPT codes, and online legal forms.

AMA CPT Smart App CPT Interested Party

The submission period for the February 2023 Editorial Panel Meeting has ended. All new submissions will be considered for the March resubmissions or Staff-approved new submissions. Please contact AMA Staff at [ccappsubmit@ama-assn.org](mailto:ccappsubmit@ama-assn.org) for assistance.

### CPT Interested Party Dashboard

An "Interested Party" 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, as determined by the AMA. Once the Interested Party applies, 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 list of applications scheduled for the next CPT Panel Meeting are displayed below. Request access to each application you are interested in by clicking on "Request" for that application. Once access is granted, you can provide comments to the panel for that

### Dashboard Announcements

Internet Explorer is not recommended when using the experience please use the Chrome, Firefox, or Safari

Welcome to the CPT Smart App, the required resource for Paper applications will only be accepted with prior authorization for Category II applications).

This platform allows you to pull existing codes easily and requests online. Benefits include:

- Enhanced application guidance for new submitters
- Quick access to currently published CPT codes with
- Online legal forms for quicker and simpler completion

- Prospective Interested Parties can access the IP Portal by logging into the CPT Smart App using their AMA login credentials
  - If an IP does not have a (free) AMA account, one can be created using the login 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 license agreement and create a Smart App profile prior to the Dashboard being displayed.

# How can an Interested Party access the IP Portal?

The IP Dashboard contains important information regarding the Interested Party process, including:

- Important dates
  - Comment deadlines\*
  - Request deadlines
  - Upcoming Panel Meeting start date
- Process instructions
- Important announcements
- List of Code Change Applications (agenda items) for the upcoming CPT Editorial Panel meeting

To request access to an agenda item's materials and the ability to comment, click the "Request" link for that item.

To comment on an agenda item, you must first request access. Once granted, refer to the instructions later in this guide.

\* Please note that there are different comment deadlines for Pathology/Laboratory and Non-Pathology meeting items. If a deadline has passed, interested stakeholders will no longer have the opportunity to comment on a meeting item.

CPT Smart App

AMA [Applicant/Preparer Portal](#) | [Interested Party Portal](#)

The application submission window for the May 2025 Editorial Panel Meeting is now open, and the Public Agenda for the February 2025 meeting is now available. Applications being accepted through the CPT Smart App are Category III Long Form, Category III Short Form-RUC, and Pathology/Laboratory Form. Contact [ccapps@ama-assn.org](mailto:ccapps@ama-assn.org) if you need assistance.

Need help? Click here

CPT Interested Party Dashboard

An "Interested Party" 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, as determined by the AMA. Once the Interested Party applies, 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 list of applications scheduled for the next CPT Panel Meeting are displayed below. Request access to each application you are interested in by clicking on "Request" for that application. Once access is granted, you can provide comments to the panel for that application, as well as download a version of the application and supplemental materials.

Dashboard Announcements

The public agenda for CPT Editorial Panel Meetings can be found [here](#).

Interested Parties: Select the "Interested Party Portal" linked in the header above to request and comment on meeting items. Deadlines to request materials and comment on items are posted on the portal's respective Dashboard. For more information on the Interested Party process or the portal, click [here](#).

PLA Applicants: Visit the AMA's [PLA portal](#) to create, edit, or download PLA code change applications. To view the PLA editorial meeting calendar, click [here](#).

Having trouble joining an application?

1. Ensure that the AMA account you log in with matches the email address that the

Important Dates for Interested Parties

IP Request Deadline for Non-Pathology issues: Feb 07, 2025 11:59AM CST

IP Comment Deadline for Non-Pathology issues: Jan 07, 2025 11:59AM CST

IP Request Deadline for Pathology/Laboratory issues: Feb 07, 2025 11:59AM CST

IP Comment Deadline for Pathology/Laboratory issues: Nov 22, 2024 11:59AM CST

For the CPT Editorial Panel Meeting on: February 6th - 8th, 2025

App Id	App Title	App Type	IP Access	View IP CCA	Add Comment	View Comments	View Ballot
a791082	Tab 05 - Transitional Care Management Services-Revise 99495, 99496	catllong	<a href="#">Request</a>				
a690258	Tab 07 - Computer Assisted Surgical Navigation Revise 20085	catfruc	<a href="#">Request</a>				

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# How can an Interested Party request access to a Code Change Application?

Interested Party Request for CPT Application

Interested Party Requester Name

Example Name

Interested Party Requester Email

Example Email

Employer/Client Company (if you are seeking access on behalf of a corporate entity)

American Medical Association

Your Consulting Firm (if applicable) (optional)

If you are a consultant representing a company requesting Interested Party access, please provide the name of the consulting firm

Please provide the reasoning for the application you are requesting

Please provide a specific rationale as to why the individual/company requesting Interested Party access is likely to be impacted by a decision made by the CPT Panel agenda regarding the tab in question. Your rationale should not be general in nature. Requests should be specific to a device, area of current or future research or similar clinical area which may be directly impacted by actions taken by the CPT Editorial Panel. Avoid entering rationales like "Need access" or "Interested", as these responses are not informative.

**Note:** Completing this form is only an initial request to receive application materials for this meeting item. The rationale provided in this form is only to confirm your request to be an Interested Party and is not reviewed by the AMA Panel. If you have a specific comment to be reviewed by the Panel, please file an additional comment via the IP Dashboard, following your submission of this request form.

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 and Confidentiality Agreement.

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.

Completing the form is only an initial request to become an IP for the application and receive the application materials. The information provided is not reviewed by the CPT Editorial Panel, but the agenda item's Applicant(s) and CPT Staff will be notified.

# How can an Interested Party comment on a Code Change Application?

- If you wish to comment on the application after being granted access and reviewing the materials, choose the comment icon for that respective application.
- If an individual is not an Interested Party on a particular application or if the comment deadline\* has passed, the comment function will not be enabled (it will be greyed out).
- Please note that there are different comment deadlines for Pathology/Laboratory and Non-Pathology meeting items. If a deadline has passed, interested stakeholders will no longer have the opportunity to comment on a meeting item.

App Type	IP Access	View IP CCA	Add Comment	View Comments	View Ballot
lab	Granted				
cat1long	Granted				
cat1long	Granted				
cat1long	Granted				
lab	Request				



# How can an Interested Party comment on a Code Change Application?

- Complete all required fields in the comment form:
  - Confirm your personal information
  - State whether the application meets CPT general and specific criteria (and if not, why not)
  - Enter additional comments
  - Upload supporting documentation or literature (optional).
- Please ensure that comments are brief, and that any documents or literature are summarized for CPT/HCPAC Advisor and CPT Editorial Panel review.

Interested Party Comment Form for CPT Application

Name of the Interested Party  
Kyle Dahl

Employer/Client Company  
AMA TESTER

Date  
12-13-2024

When providing your comments, please refer to the following ["Criteria for Development and Evaluation of CPT Category I or Category III codes"](#) as the basis for your comments. By submitting comments on this form regarding a Code Change Application, I attest that I have read the Criteria for Development and Evaluation of CPT® Category I and Category III Codes and will use them as the primary points of consideration when submitting the Comment Form. As an interested party, I understand that my comments are limited to the original code change application.

☐ Yes, I agree.

Does the requested procedure meet the General Criteria for Category I and Category III codes and the specific criteria as defined in the Criteria for Development and Evaluation of CPT Category I or Category III codes?

☐ Yes  
☐ No





































Please provide any additional comments related to this Code Change Application. This may include, but is not limited to: general statement of support/non-support, alternate code descriptor or guideline language

Are there alternate peer reviewed literature or other documents that were not included in the original Code Change Application that may impact the Panel members' review? This may include, but is not limited to: literature, including practice guidelines, that support or contradicts the code descriptor

# How can an Interested Party comment on a Code Change Application?

- Any submitted comments and documents will be made available to the CPT Editorial Panel and the CPT/HCPAC Advisors, who may at their discretion respond to and/or collaborate with Interested Parties, in coordination with AMA CPT Staff.
- Submitted comments and documents will also be provided to the Applicant(s) and Preparer(s) of the application, who may choose at their discretion to respond to and/or collaborate with Interested Parties, in coordination with AMA CPT Staff.
- Interested Parties must comply with [the CPT Statement on Lobbying](#), which restricts certain communications. Additionally, materials to which Interested Parties have access are, with limited exceptions, confidential and non-disclosable in accordance with the Confidentiality Agreement signed by all Interested Parties. All Interested Parties are expected to comply with these policies.

# How can an Interested Party download a Code Change Application, their submitted comments, and/or agenda ballots?

IP Access	View IP CCA	Add Comment	View Comments	View Ballot
Granted				
Granted				
Granted				
Granted				
Request				
Request				
Request				
Request				
Request				

- Once an Interested Party has access to an application, they can download any of the following by selecting the icon in the respective column:
  - Code Change Application word document and any literature submitted by the Applicant(s).
  - Comments submitted by the Interested party (if/when they have been submitted).
  - Panel Agenda Item (see next page for details), uploaded by Staff prior to the CPT Panel Meeting.
    - If multiple iterations of a Panel Agenda Item are necessary, the IP Portal will be updated for each iteration.

# Panel Agenda Items and Withdrawn Code Change Applications

Once available, Interested Parties will receive an email notification that a Panel Agenda Item is available for an application they were approved as an IP for. These Agenda Items provide a crucial summarization of the meeting item being presented and panel comments.

If an Application is Withdrawn for consideration for the Panel Meeting (by the Applicant(s)), Interested Parties will receive an email notification and the application will no longer be available for request or comment on the IP Dashboard.

# Additional notes

- Please familiarize yourself with [the CPT Statement on Lobbying](#), which restricts certain communications.
- The materials to which Interested Parties have access are, with limited exceptions, confidential in accordance with the Confidentiality Agreement signed by all Interested Parties. These materials may be used solely in accordance with the confidentiality agreement. All Interested Parties are expected to comply with these requirements.
- [Registration](#) for the CPT Editorial Panel Meeting is required if you are attending in person or virtually. Registrants receive access to vital meeting communications such as the Consent Agenda, hotel information, meeting updates, and more.
- The Smart App's Interested Party Portal does not contain PLA agenda items. Please contact [PLAsupport@ama-assn.zendesk.com](mailto:PLAsupport@ama-assn.zendesk.com)
- If you have any questions regarding the CPT Interested Party process, please email [cptinterestedparties@ama-assn.zendesk.com](mailto:cptinterestedparties@ama-assn.zendesk.com)
- Visit the [CPT Interested Party AMA web page](#) for additional information.



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