



## REVIEW OF CPT® EDITORIAL PANEL ACTIONS

If an applicant or other interested party believes an action of the CPT Editorial Panel was in error, that individual or entity may request reconsideration of the Panel action. An “interested party” is an individual or entity that may potentially be impacted by the Panel’s decision, regardless of whether they participated in the Panel’s original consideration of the matter.

**Submitting the Request.** Requests for reconsideration must be received by AMA staff no later than fourteen (14) days after the posting of the Summary of Panel Actions on the CPT website. The request should contain (1) the specific action requested for reconsideration; (2) the standard for reconsideration and why the requestor believes it has been met; and (3) all information relevant to the matter, including any literature (whether favorable or adverse) related to the requestor’s position. Requests for reconsideration and relevant information must be in writing and submitted to:

Samantha Ashley  
Director, CPT Editorial & Regulatory Services  
American Medical Association  
samantha.ashley@ama-assn.org

**Participation by Interested Parties.** The receipt of a request for reconsideration, the identity of the party seeking such, and a brief summary of the basis for the reconsideration request will be noted in the summary grid of Editorial Panel actions for the agenda item.

The applicant and interested parties are responsible for monitoring postings to the CPT website with respect to requests for reconsideration. CPT staff will make reasonable efforts to identify potentially interested parties and notify them of the receipt of the request for reconsideration and the opportunity to be heard.

An interested party seeking to comment on the request for reconsideration should submit its comments within fourteen (14) days of the posting of the notice in the summary grid of Editorial Panel actions that a request for reconsideration has been received. Comments should include (i) a statement of the nature of the commenter’s interest in the issue, (ii) the specific comment and reason for the comment, and (iii) all relevant material including any literature (whether favorable or adverse) related to the commenter’s position.

Comments should be submitted to the Director of CPT Editorial & Regulatory Services at the address shown above. The applicant(s) who submitted the original code change proposal is automatically considered an interested party and will receive notice of any request for reconsideration submitted by another party.

**Distribution of Materials.** After expiration of the time for interested parties to submit comments, CPT staff will distribute to the requestor and commenters the original request for reconsideration, all comments received and related information. Except as directed by the Executive Committee, no additional supporting materials, replies, statements of position or other materials will be accepted after the established deadlines.

**Compliance with Lobbying Statement.** Requestors and interested parties may not communicate directly with members of the Editorial Panel regarding a request for reconsideration. The rules set forth in the Lobbying Statement apply to all matters in the CPT process including requests for reconsideration.

**Standards for Reconsideration.** An action of the Editorial Panel may be reversed or modified pursuant to a request for reconsideration only upon a clear demonstration, in the opinion of the Panel, that either:

- (i) information relevant to one or more of the criteria for a Category I or Category III code (as appropriate) existed at the time the matter was considered by the Panel, such information was not presented to the Panel, and such information was directly relevant to the merits of the code change proposal; or
- (ii) there was a material procedural irregularity (i.e. the irregularity may have had an impact on the Panel action). “Material” means it is more likely than not the irregularity impacted the Panel action.

A request for reconsideration will not be granted if based solely on the grounds that new information has become available for the first time after the code change application deadline (i.e. it did not exist prior to that date). In that event, the appropriate step is to submit a new application.

**Review by the CPT Editorial Panel Executive Committee.** All requests for reconsideration of Panel actions are forwarded to the Executive Committee along with any comments submitted by interested parties. The Executive Committee will review the merits of the request and, absent extenuating circumstances, refer the matter to the Editorial Panel for consideration at the next Panel meeting.

The Chair of the Executive Committee may, but is not required to, invite the lead Panel reviewers to participate in the Executive Committee’s discussion of the matter. The Executive Committee’s discussion and deliberation is held in executive session. The requestor and interested parties are not permitted to attend the Executive Committee’s meeting.

The Chair of the Editorial Panel, in consultation with the Executive Committee and CPT staff, reserves the right to establish special procedures for consideration of a request for reconsideration by the Executive Committee and the Panel including, but limited to, submission of statements of positions and replies, distribution of materials, and ground rules for presentation of the issue to the Editorial Panel. Notice of special procedures, if established, will be given to the requestor and interested parties in advance of the Editorial Panel meeting at which the matter will be heard.

The Executive Committee’s referral to the Panel of a request for reconsideration may be accompanied by one of several possible recommendations: (i) reject the request for reconsideration, (ii) accept the request for reconsideration and affirm the Panel’s action, (iii) accept the request for reconsideration and reverse the Panel’s action or (iv) accept the request for reconsideration, without recommendation by the Executive Committee. The Executive Committee reserves the right to make other recommendations to the Panel.

**Effect of the Panel’s Acceptance of a Request for Reconsideration.** The Editorial Panel’s acceptance of a request for reconsideration involves two steps: The Panel must vote whether or not to reconsider its

prior action. If that vote is affirmative, the Panel will consider and vote on the merits of the request. If that vote is not affirmative, the Panel action will stand as previously established.

If the Editorial Panel votes to reconsider a matter, that vote has the effect of nullifying the Panel's prior action until the Panel votes on the merits of the request. The possible Panel actions on the merits include: (i) affirmation, rejection or modification of the prior Panel action, (ii) approval of a new action in lieu of the prior Panel action, or (iii) postponement of consideration until time certain. The Panel may take any action it considers appropriate in response to a request for reconsideration, regardless of whether the action has been requested by the original code change proposal requestor, the party seeking reconsideration or by other interested parties.

***Effective Date of Panel's Disposition of Requests for Reconsideration.*** Action by the Editorial Panel on a request for reconsideration will be incorporated in the CPT code set's normal publication cycle. However, if such action is taken at the June meeting of the Editorial Panel and a resulting code change need not go to the RUC for valuation, the Panel may direct that the change be incorporated in the forthcoming CPT edition.

***Effect of Request on Posting New Codes.*** The AMA publishes the CPT code set datafiles in September of each year. The AMA also posts newly adopted code changes on the CPT web page on January 1 and July 1 each year. Submitting a request for reconsideration does not affect the scheduled publication or the posting of codes, unless extraordinary circumstances warrant a change. Such circumstances should be brought promptly to the attention of AMA staff. AMA staff reserves the right to post an explanatory note when newly created codes are posted to the web page.

Adopted: CPT Editorial Panel  
January, 2013