

CPT Editorial Panel: Criteria for Member Nomination and Selection

Overview

The CPT Editorial Panel (Panel) is the sole body responsible for the ongoing maintenance of the CPT code set. Panel members are expected to thoroughly review all items on the Panel and Executive Committee agendas for each Panel meeting. In addition to reviewing and commenting on these items, each Panel member receives designated reviewer assignments for numerous applications coming before the Panel throughout the year. As designated reviewers, Panel members are expected to engage with other Panel members and applicants to put forward the best application possible for consideration by the Panel. This includes working with AMA staff to provide feedback to applicants, to ask clarifying questions of applicants, and to develop new ballot options for consideration as deemed appropriate. This may also include meeting, with the assistance of AMA staff liaisons, with stakeholders on difficult issues and facilitating meetings to find workable solutions. Each Panel member is expected to apply his/her own independent clinical judgement to each application throughout the entire determination process.

In addition to the requirements set forth in the “Structure and Procedures of CPT® Editorial Panel” document, each member of the Panel must be qualified for and agree to perform the following duties and responsibilities, and adhere to the position dimensions and selection criteria. The Panel and the AMA may amend these Criteria for Member Nomination and Selection from time to time.

The Panel is committed to promoting inclusion in every facet of its process, as well as advancing health equity. Organizations are encouraged to consider nominating candidates that represent different viewpoints, backgrounds, and experiences.

Duties/Responsibilities:

1. Active and informed participation in Panel business.
2. Conduct Panel business in an unbiased and open fashion.
3. Be a voting member of the Panel.
4. Actively prepare for, attend and participate in each regularly scheduled Panel meeting (face-to-face and telephonic or other meetings), excluding one permitted absence per year.
5. Serve as a designated reviewer and presenter of code change applications and other Panel agenda items and issues as assigned by the Panel Chair and/or AMA staff.
6. Apply best independent judgment on an informed basis when reviewing and deliberating on code change applications and other Panel agenda items.
7. Participate in Panel activities in accordance with CPT processes and policies, and comply with all current applicable CPT policies and requirements including, but not limited to, with Conflict of Interest (COI) Policy of the CPT Editorial Panel, the Confidentiality Agreement and Assignment Acknowledgement, the Statement on Lobbying, and this CPT Editorial Panel: Criteria for Member Nomination and Selection document, including signing agreements and acknowledgements of the same annually or more frequently as required;
8. Respond consistently and promptly to communications and requests for written input by the Panel Chair, Panel members or AMA staff.
9. Participation in ad hoc workgroups, the CPT Symposium, orientation sessions, mentoring and similar special projects as requested by the Chair of the Panel or AMA staff; serve as leader of these when requested.
10. Represent the interests of the Panel and the CPT code set throughout all CPT processes and *not* represent a specialty or organizational interest when participating in Panel business.
11. Provide both specialized expertise and broad professional perspectives in conducting the work of the Panel.

12. Participate in Panel member evaluations and other quality initiatives within CPT (e.g., strategic planning sessions).
13. Attend one meeting of the AMA/Specialty Society RBRVS Update Committee (RUC) with the member's initial Panel term.

- A. Current license to practice medicine in the U.S. (required). (Waived if non-MD/DO).
- B. Current AMA member preferred. (Waived if non-MD/DO).
- C. Agree to comply with the policies, procedures and rules of the Panel, as approved by the AMA Board of Trustees and/or the Panel, and with the AMA guidelines for travel expenses (required).
- D. Willingness to participate in an AMA staff orientation session and/or mentoring by current Panel members (required).
- E. Appropriate disclosure of conflict of interests according to CPT and applicable AMA policies (required).
- F. Prior or current membership on the AMA's CPT Advisory Committee (preferred).
- G. Ability to provide viewpoints, backgrounds, and experiences different than those historically represented on the Panel.
- H. Current involvement in direct patient care (preferred).
- I. Previous specialty-specific coding experience (e.g., coding committees and technical coding education faculty, or other credentials that relate to coding) (preferred).
- J. Ability to utilize pertinent software applications (e.g., Word, Excel, PowerPoint), e-mail client, and commonly available web browsers (required).
- K. Not be a current member of the AMA/Specialty Society Relative Value Scale Update Committee (RUC) or the RUC Advisory Committee.
- L. For nominees for the Organizational Member seat, the nominating organization must (i) have, historically, actively participated in the CPT code change application, formal review, or Panel deliberation process(es), and (ii) not have representation on the AMA CPT Advisory Committee (required).

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.

Date: _____