



Periodic Review

National Medical Specialty Societies

Fall 2025

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OVERVIEW

In 1987, the American Medical Association (AMA) House of Delegates (HOD) adopted Report A of the Council on Long-Range Planning and Development, which established a periodic (5 year) review for specialty societies represented in the HOD.

The review process is designed to verify:

- That AMA membership within the specialty society is sufficient for continued eligibility in the AMA HOD.
- That the specialty society meets the guidelines and bylaw requirements for representation in the HOD.

Every specialty organization and professional interest medical association represented in the HOD participates in the review process. The process includes submission and review of society membership data and proof of compliance with 10 compliance criteria and 5 responsibilities.

Review materials are assessed by the AMA Specialty and Service Society (SSS) Rules Committee, which presents a report of its findings to the full SSS for consideration and approval. In addition, a report is considered and voted on by the AMA Board of Trustees and ultimately presented to the HOD for consideration and final disposition.

PROCESS



Five-Year Review or Other Periodic Review Data Requirements

OVERVIEW

National medical specialty society data files submitted as part of the five-year review process, or other periodic review process, undergo a rigorous multipart analysis aimed at maximizing outcomes for each specialty. First, specialty member records are systematically compared with AMA Physician Professional Data™ to determine matches. Additional analysis, including manual reconciliation, is conducted on unmatched records. Once complete, these records are compared with AMA membership records to determine how many national medical specialty society members are also current AMA members.

The accuracy and richness of the data you provide improves the analysis and limits the number of unmatched records which can have a negative impact on the outcome.

Data files that include AMA Medical Education (ME) number or the National Provider Identifier (NPI) will result in the greatest number of accurate matches for your society.



PREPARING YOUR DATA

- Data files must be provided in either a **pipe-delimited text file** or a **Microsoft Excel spreadsheet**.
- Please exclude all international physicians not practicing in the US and non-physician members.
- Please provide the following in separate fields:

ME Number *and/or* NPI Number

First Name

Middle Name

Last Name

Suffix

Degree (MD/DO)

If your society's does not maintain the AMA Medical Education (ME) number or the National Provider Identifier (NPI) in your member database, please provide the following in separate fields to facilitate matching:

First Name

Middle Name

Last Name

Suffix

Degree (MD/DO)

Address, City, State, and ZIP-11

Year of Graduation from Medical School

School Name

Date of Birth

SUBMITTING YOUR DATA

In compliance with data security and privacy requirements, data will be submitted via secure file transfer protocol (SFTP). The AMA will establish a secure account and send detailed instructions on how to access and upload the data securely to your designated data contact. **Please do not send data files directly to the AMA via email.**



COMPLIANCE REQUIREMENTS

Criteria | [AMA Policy G-600.020](#)

The following guidelines shall be utilized in evaluating specialty society applications for representation in our AMA House of Delegates (new specialty organization applications will be considered only at Annual Meetings of the House of Delegates):

1. The organization must not be in conflict with the Constitution and Bylaws of our AMA with regard to discrimination in membership;
2. The organization must: (a) represent a field of medicine that has recognized scientific validity; (b) not have board certification as its primary focus; and (c) not require membership in the specialty organization as a requisite for board certification;
3. The organization must meet one of the following criteria: (a) a specialty organization must demonstrate that it has 1,000 or more AMA members; or (b) a specialty organization must demonstrate that it has a minimum of 100 AMA members and that twenty percent (20%) of its physician members who are eligible for AMA membership are members of the AMA; or (c) a specialty organization must demonstrate that it was represented in the House of Delegates at the 1990 Annual Meeting and that twenty percent (20%) of its physician members who are eligible for AMA membership are members of the AMA;
4. The organization must be established and stable; therefore it must have been in existence for at least five years prior to submitting its application;
5. Physicians should comprise the majority of the voting membership of the organization.
6. The organization must have a voluntary membership and must report as members only those physician members who are current in payment of applicable dues, and eligible to serve on committees or the governing body;
7. The organization must be active within its field of medicine and hold at least one meeting of its members per year;
8. The organization must be national in scope. It must not restrict its membership geographically and must have members from a majority of the states;
9. The organization must submit a resolution or other official statement to show that the request is approved by the governing body of the organization;
10. If international, the organization must have a US branch or chapter, and this chapter must be reviewed in terms of all of the above guidelines.

Responsibilities of National Medical Specialty Societies and Professional Interest Medical Associations | AMA Bylaws Section 8.20

Each national medical specialty society and professional interest medical association represented in the House of Delegates shall have the following responsibilities:

8.2.1 To cooperate with the AMA in increasing its AMA membership.

8.2.2 To keep its delegate(s) to the House of Delegates fully informed on the policy positions of the society or association so that the delegates can properly represent the society or association in the House of Delegates.

8.2.3 To require its delegate(s) to report to the society on the actions taken by the House of Delegates at each meeting.

8.2.4 To disseminate to its membership information as to the actions taken by the House of Delegates at each meeting.

8.2.5 To provide information and data to the AMA when requested.

Sample Compliance Letter

Compliance letters should be submitted on your society's letterhead along with required exhibits via email to your AMA Field Representative **no later than September 15, 2025.**

SOCIETY LETTERHEAD

[Date]

Michael Simon, MD
Chair, Governing Council
AMA - Specialty and Service Society
330 North Wabash Avenue, Suite 39300
Chicago IL 60611-5885

Dear Dr. Simon:

As [*Chief executive officer/president/chair of the board*] of the [*name of specialty society*], I am submitting the following information in compliance with the Five-Year Review process for representation in the American Medical Association House of Delegates. This application is submitted in compliance with AMA Policy G-600.20 and AMA Bylaw 8.2.

1. **The organization must not be in conflict with the Constitution and Bylaws of the American Medical Association with regard to denial or abridgement of membership based on sex, color, creed, race, religion, disability, ethnic origin, national origin, sexual orientation, gender identity, age, or for any other reason unrelated to character, competence, ethics, professional status or professional activities.**

(Include affirmative statement of compliance with this guideline with citation to applicable provisions of your organization's constitution and bylaws.)

2. **The organization must (a) represent a field of medicine that has recognized scientific validity; and (b) not have board certification as its primary focus, and (c) not require membership in the specialty organization as a requisite for board certification.**

(Include affirmative statement summarizing compliance with this guideline and, if appropriate, with citations to applicable provisions of organization's constitution and bylaws or other appropriate materials.

3. **The organization must meet one of the following criteria (a) a specialty organization must demonstrate that it has 1,000 or more AMA members; or (b) a specialty organization must demonstrate that that it has a minimum of 100 AMA members and that twenty percent (20%) of its physician members who are eligible for AMA membership are members of the AMA; or (c) if the organization was represented in the House of Delegates at the 1990 Annual meeting, that twenty percent (20%) of its physician members who are eligible for AMA membership are currently members of the AMA.**

Membership data has been supplied to Federation Relations for analysis.

4. **The organization must be established and stable; therefore it must have been in existence for at least five years prior to submitting its application.**

(Include date organization was founded.)

5. **Physicians should comprise the majority of the voting membership of the organization.**

(Include affirmative statement, substantiated by organization's own analysis of membership data which shows total membership, physician membership, and voting physician membership with appropriate citations from organization's constitution and bylaws relating to membership in the organization and voting rights of members.)

6. **The organization must have a voluntary membership and must report as members only those physicians who are current in payment of applicable dues and eligible to serve on committees or the governing body.**

(Include affirmative statement with supporting citations from organization's constitution and bylaws.)

7. **The organization must be active within its field of medicine and hold at least one meeting of its members per year.**

(Include affirmative statement with supporting citations from organization's constitution and bylaws; may be expanded to include very brief review of additional meetings held annually by organization.)

8. **The organization must be national in scope. It must not restrict its membership geographically and must have members in a majority of the states.**

(Include affirmative statement with supporting citations from organization's constitution and bylaws if applicable; statement of geographic distribution of members and numbers of states with members based on organization's current membership data.)

9. **The organization must submit a resolution or other statement to show that the request is approved by the governing body of the organization.**

(Requires for initial application to HOD only. If this is a second or subsequent five-year review, please indicate "Not applicable.")

10. **If international, the organization must have a US branch or chapter which must be reviewed and compliant with all of the guidelines listed above.**

(State whether this applies to your organization and, if so, include affirmative statement of compliance.)

The five (5) "Responsibilities of National Medical Specialty Organizations" (Section 8.20 of the AMA Bylaws have also been reviewed. Explanations of compliance follow:

1. **The organization must cooperate with the AMA toward increasing its AMA membership, particularly if it is at a level of less than twenty percent (20%).**

(Include affirmative statement referencing any specialty recruitment effort, membership solicitation through a specialty publication or other endeavor to enhance membership in the AMA.)

2. **The organization must keep its delegate to the House of Delegates fully informed on the policy position of the organization so that the delegate can properly represent the organization in the House of Delegates.**

(Include affirmation statement outlining efforts by your specialty organization to keep your delegate informed of your policy and positions.)

3. The organization must require its delegate to report to the organization on the actions taken by the House of Delegates at each meeting.

(Include affirmative statement explaining the process/mechanism through which your delegate reports back to your organization on the House of Delegates' actions.)

4. The organization must disseminate to its membership information as to the actions taken by the House of Delegates at each meeting.

(Include affirmative statement that details how your organization reports—through newsletters, journals, etc.—on AMA actions that are pertinent to your specialty.)

5. The organization must provide information and data to the AMA when required.

(Include affirmative statement noting the submission of your membership files for the Five-Year Review or other applicable instances.)

Additional materials are provided for your information. Included are a brief summary of the organization (Exhibit A) and a summary of current activities/projects of the organization (Exhibit B).

Sincerely,

[Name]

[Title]

Please contact your AMA Field Representative for further assistance.

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