



Periodic Review

National Medical Specialty Societies

Interim Meeting 2024

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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 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.

Similar processes are utilized to assess organizations applying for representation in the SSS and HOD.

PROCESS

1

- Society shares contact information for lead staff, authorized signatory, and data transfer agent with AMA Field Representative.
- AMA establishes profile to manage project flow and information exchange.

2

- Data privacy and security agreement is sent to society's authorized signatory via DocuSign.
- Once executed/signed by society, agreement is returned to AMA via DocuSign.

3

- AMA creates secure file transfer account (AMA Enhanced File Transfer) and sends ID, password, and user guide to society data transfer agent.
- To ensure compliance with data privacy and security law, please do not send data files to AMA via email.



4

- Society compiles and submits compliance letter to AMA Field Representative. This may be done at anytime--waiting for data analysis is not necessary to complete the letter. Letters are due **no later than SEPTEMBER 13, 2024**.
- Once data is analyzed, AMA shares outcome with society.



5

- 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.
- A similar report is considered and voted on by the AMA Board of Trustees and ultimately presented to the HOD for consideration and final disposition.

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 processes including application to the SSS or HOD, 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

SUBMITTING YOUR DATA

To comply 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;

NOTE FOR SSS APPLICANTS

*SSS applicant societies must meet **50%** of the current AMA membership requirement for delegate status in the AMA House of Delegates in order to be granted or to maintain representation in the SSS.*

In other words, an organization applying for representation in the SSS must demonstrate (through a process of member data submission and analysis) that it has either 500 AMA members, or a minimum of 50 AMA members and that 10% 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.

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 13, 2024.**

Sample Letters for 5 Year Review Compliance and SSS and HOD Applications

Application templates are available online at ama-assn.org/sss.

Please contact your AMA Federation Relations representative for further assistance.

Adam Currier | adam.currier@ama-assn.org

Joaquin Falcon | joaquin.falcon@ama-assn.org

Justin Jojo | justin.jojo@ama-assn.org

Jen Lee | jennifer.lee@ama-assn.org

Jim Pawelski | jim.pawelski@ama-assn.org