CPT Advisory Committee: Criteria for Nomination and Selection

Duties/Responsibilities:

- 1. Active and informed participation as a CPT Advisor.
- 2. Provision of accurate advisory input to the CPT Editorial Panel.
- 3. As requested by the Chair of the Editorial Panel, participation in ad hoc workgroups and similar special projects.
- 4. Adherence to the published CPT Process.
- 5. Meet established deadlines for written comments and proposals.
- 6. Represent the coding perspectives of one's nominating specialty society.
- 7. Communicate and coordinate with nominating specialty society staff and physician leadership, including the society's delegation to the AMA House of Delegates.
- 8. Attend annual meeting of the Advisory Committee.

Position Dimensions Selection criteria:

- 1. Current AMA member (**required**).
- 2. Current license to practice in the U.S. (required)
- 3. Commitment to participate in all aspects of CPT Process (required).
- 4. Willingness to work with CPT coding staff on coding issues on a regular basis (required).
- 5. Willingness to participate in an AMA staff orientation session and/or mentoring by current committee members (required).
- 6. Commitment to represent specialty society and to coordinate with nominating specialty society staff and physician leadership, including the society's delegation to the AMA House of Delegates (required).
- 7. E-mail capabilities to speed communications (required).
- 8. Agreement to comply with the AMA guidelines for committee and council expenses (required).
- 9. Hold a current position on specialty society coding committee(s), if the society has such a committee (preferred).
- 10. Current involvement in direct patient care (preferred).

Principal practice model (Select One)	Clinical	or Administrative
Percentage of time in direct patient care		
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.		
Signature:	Date:	