



ABPM APPEAL GUIDELINES: ADDICTION MEDICINE

Contact us via email at abpm@theabpm.org.

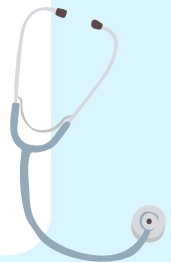
SUBMITTING YOUR APPEAL

- Submit the \$500 appeal fee via your Physician Portal account.
- Address the issues that led to the denial of your application.
- Upload your appeal documentation within 30 days of notification of the Board's decision into your Physician Portal account.



WHAT TO INCLUDE IN YOUR APPEAL

- Use ABPM's [practice activity menu](#) to help you break down your practice experience.
- Include the dates of each separate position(s) held and the number of hours per week you spend for each position performing the activities from the practice activity menu that are relevant.
- Provide a specific, detailed description that includes evaluation methods, types of treatments, therapies offered, practice settings, and the number of patients treated per week for each practice activity. This should include a narrative overview of your practice activities.
- Include the different types of substance use disorders and other addiction-related disorders you treat.
- Provide detail about your subspecialty-level Addiction Medicine-specific practice and how this is separate from and in addition to the ABMS specialty or specialties you practice.
- Have an appropriate supervisor or colleague with direct knowledge of your clinical practice and other activities (research, teaching, administration) verify the information in your appeal. Even if this person verified the information in your original application, the new details and other information must be verified again, or verified by one or more additional colleagues or supervisors.
- Include a letter of reference from an ABPM Addiction Medicine certified physician in your appeal.



Due to the additional time involved in reviewing an appeal, the Board cannot guarantee access to this year's examination. If your appeal is successful, your examination eligibility will be extended by one year if you are not able to register for the current examination. Submitting an appeal or following the guidelines does not guarantee your application decision will be overturned. Appeal decisions are final and not subject to further review. You may apply again in a future application cycle.