



ABPM APPEAL GUIDELINES: CLINICAL INFORMATICS

Contact us via email at abpm@theabpm.org.

SUBMITTING YOUR APPEAL

- Submit the \$500 appeal fee via your Physician Portal account.
- Address all issues that led to the denial of your application in an appeal letter addressed to the Board.
- Upload your appeal letter and any supporting documentation to your Physician Portal account within 30 days of receiving your application denial from the Board.



WHAT TO INCLUDE IN YOUR APPEAL

- Provide specific start and stop dates for each Clinical Informatics-related practice activity submitted for review, along with the average number of hours per week spent on each.
- For each Clinical Informatics-related practice activity, provide details regarding the nature of your involvement beyond that of a manager, supervisor, superuser, or champion, and how those are separate and distinct from practice activities within your primary ABMS specialty or sub-specialties.
- To meet the practice pathway eligibility requirements, you must have demonstrated at least 25% clinical informatics-related practice activity (10 hours per week) during at least 36 of the past 60 months at the time of your application. Each month is evaluated individually and cannot be averaged over time. For example, six months of Clinical Informatics-related practice activities over a 12-month period at 50% work effort (20 hours per week) still only provides six months of practice credit towards the 36-month requirement and cannot be averaged to 12 months of 25% work effort.
- If you submitted a completed master's degree to satisfy the clinical practice requirements, and some or all of your coursework was deemed unacceptable, please refer to [ABPM's Clinical Informatics Guidelines for Acceptance of Master's Degrees](#) when addressing those issues in your appeal.
- All information regarding clinical informatics practice activities included in your appeal letter will require re-verification from a supervisor or colleague with direct knowledge of those activities, even if they had previously verified information contained in your original application.
- If not submitted with your original application, a letter of reference from an ABPM Clinical Informatics-certified physician must be included with 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.