



Policies and Procedures for Physician Certification 2011

April 6-7, 2011 ABBM Review Course
Baltimore, Maryland

June 15, 2011 Early Application Deadline
July 30, 2011 Final Application Deadline

September 10, 2011 - ABBM Certification Written Exam
September 24, 2011 Computer Based Testing Centers

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Introduction

The American Board of Bariatric Medicine (ABBM) is an independent medical specialty board responsible for certifying physicians in the field of bariatric medicine. The ABBM was originally organized as a committee of the American Society of Bariatric Physicians (ASBP) in 1970. Subsequently, in 1997 the ABBM was incorporated in the state of Colorado as an independent entity. Although the ABBM is not a medical specialty board of the American Board of Medical Specialties, our sister entity the ASBP was granted a seat in the AMA House of Delegates in 2001, which recognizes the ASBP as a specialty medical society.

Description of Bariatric Medicine

Bariatric medicine is the medical specialty involved in treating obesity and its related comorbidities. In 1985, the National Institutes of Health (NIH) convened a Health Consensus Development Conference on the Health Implications of Obesity and designated obesity as a specific disease entity requiring treatment by trained physicians.

Purpose of Certification

The purpose of ABBM certification is to provide assurance to the public and to other medical providers that a candidate physician has successfully completed a minimum base of accredited bariatric educational programs. In addition, the candidate physician will have successfully completed a thorough evaluation of their fund of knowledge and clinical skills in bariatric medicine. Candidates must pass a written examination to show comprehensive knowledge in the treatment of obesity as well as an onsite Board Inspection to demonstrate adherence to the ASBP/ABBM Bariatric Practice Guidelines.

Standards of certification are distinct from those of licensure; possession of an ABBM certificate does not indicate total qualification for practice privileges, nor does it imply exclusion of other physicians not so certified. It is not the purpose of ABBM to define requirements for membership on hospital staffs, nor to gain special recognition or privileges for its Diplomates in the practice of bariatric medicine. ABBM in no way claims to be capable of defining and does not intend to define who may or may not practice bariatric medicine. It is neither a source of censure nor an entity for the resolution of ethical or medico-legal problems. ABBM makes no representations about the value, character, quality or competence of certificants other than that they have met or exceeded the minimum requirements for certification by ABBM. ABBM is not responsible for how third parties interpret or evaluate the fact that an individual is or is not ABBM certified.

Function of the ABBM

The American Board of Bariatric Medicine was established to serve the public and the field of bariatric medicine through the establishment and maintenance of criteria and procedures for examination and certification of candidate physicians who seek recognition of their accomplishments in bariatric medicine. Physicians who complete the ABBM certification process in bariatric medicine are designated Diplomates of the American Board of Bariatric Medicine.

The ABBM also provides a Certificate of Advanced Training for Nurse Practitioners and Physician Assistants. Eligible candidates will receive a Certificate of Advance Training in Bariatric Medicine after successfully completing the required continuing education credits and passing the written examination.

ABBM CERTIFICATION PROCESS OVERVIEW

Applications accepted from MDs and DOs

Application for Board Certification

An application for ABBM board certification can be found at the end of this booklet. Applications may also be downloaded from the ABBM web site at www.abbmcertification.org. An exam fee must accompany the completed application and supporting material upon submission to the ABBM office.

All support documentation must accompany the application. No extensions will be provided, so be sure to allow enough time to complete your CME requirement.

Examination

After candidates have satisfied the qualifications for certification and made official candidacy application to the ABBM for board certification, including paying the examination fee, they are eligible for the annual ABBM certification exam (note: The exam fee covers both the exams and the onsite Board Inspection. The amount of the exam fee will be determined by the date all supporting materials are received). The Certification Examination is administered during an established two-week testing period on a daily basis, Monday through Saturday, excluding holidays, at computer-based testing facilities managed by PSI Computer Testing, Inc. PSI has several hundred testing sites in the United States, as well as Canada. Scheduling is done on a first-come, first-serve basis. To find a testing center near you visit: <http://www.ptcny.com/cbt/sites.htm> or call PSI at (800) 211-2754. **Please note: Hours and days of availability vary at different centers.** You will not be able to schedule your examination appointment until you have received an Eligibility Notice from PTC.

Board Inspection

Applicants must successfully complete a onsite Board Inspection administered by the board within four years of passage of the written examination. Under special circumstances a candidate may request a one year extension by written appeal. The ABBM reserves the right to decline such extension. If the Board Inspection is not passed the first time, the applicant may submit for another inspection after six months' time by resubmitting the Board Inspection questionnaire and the applicable re-inspection fee.

Conference of Diplomate Status

As the last step of the certification process, the evaluation form from the candidate's Board Inspection will be submitted to the Board for approval. Certification shall require a two-thirds vote of the ABBM Board of Directors. The final determination of whether a candidate shall be granted certification is the sole discretion of ABBM.

Time Limit of Certification

Diplomates have time-limited board certification status for five years from the date that certification was first granted. Diplomates may initiate the recertification process in the fourth year of their certification. The recertification process consists of the following: submission of a formal application, documentation of continuing medical education credit hours, assessment of licensure status, and a mail-in cognitive examination. Further information can be found under Diplomate Information.

APPLICATION FOR ABBM BOARD CERTIFICATION

2011 Qualifications for Certification

- A copy of each of the state, providence or jurisdictional licenses in which the applicant currently practices medicine.
- A copy of the applicant's DEA registration certificate.
- Proof of completion of U.S. or Canadian medical residency or the equivalent training in a U.S. territory.*
- A signed Declaration and Consent form which can be found on page 18.
- A minimum of one hundred (100) credit hours of continuing medical education (CME) recognized by the American Medical Association Physician Recognition Award (AMA PRA) Category 1 Credits are required for certification. Fifty (50) of those credit hours must be in **Bariatric Medicine** involving education in the core-content of bariatric medicine as defined by the ABBM. The remainder fifty (50) credit hours may be fulfilled by **Obesity-related Co-morbidity CME** involving education on obesity-related topics as itemized in the ABBM Test Content Outline (<http://abbmcertification.org/inc/assets/2010/TestContentOutline.pdf>). The one hundred (100) credit hours can be completed within the thirty six (36) months preceding the final application deadline (7/31/08 – 7/31/11). A copy of the applicant's CME certificates should accompany the application.

* Physician candidates that have not completed a U.S. or Canadian medical residency or the equivalent training in a U.S. territory are invited to apply for the Certificate of Advanced Training in Bariatric Medicine. Please see the Policies and Procedures for the Certificate of Advanced Training in Bariatric Medicine for application requirements.

2011 ABBM Certification CME Requirement

A minimum of one hundred (100) credit hours of continuing medical education (CME) recognized by the American Medical Association Physician Recognition Award (AMA PRA) Category 1 Credits are required for certification. Fifty (50) of those credit hours must be in **Bariatric Medicine** involving education in the core-content of bariatric medicine as defined by the ABBM. **Bariatric Medicine** CME activities should deal directly with the treatment, diagnosis, or prevention of obesity. The remainder fifty (50) credit hours may be fulfilled by **Obesity-related Co-morbidity CME** involving education on obesity-related topics as itemized in the ABBM Test Content Outline (<http://abbmcertification.org/inc/assets/2010/TestContentOutline.pdf>). The one hundred (100) credit hours can be completed within the thirty six (36) months preceding the final application deadline (7/31/08 – 7/31/11). A copy of the applicant's CME certificates should accompany the application.

Bariatric Medicine CME activities must be accredited by the American Council for Continuing Medical Education (ACCME). These activities directly deal with the core content of bariatric medicine as defined by the ABBM. Credit may be issued from attending conferences or completing audio/video programs with accompanying post-test evaluation.

Obesity-related Co-morbidity CME activities must be accredited by the American Council for Continuing Medical Education (ACCME). These activities involve education on obesity-related topics as itemized in the ABBM Test Content Outline (<http://abbmcertification.org/inc/assets/2010/TestContentOutline.pdf>). In addition to covering core-content topics, these activities may also include those that focus on conditions or interventions strongly linked with obesity as a disease or obesity management (including educational activities on diabetes, metabolic syndrome, nutrition, etc).

Application Approval

The ABBM will notify applicants if they are, or are not, accepted as candidates for certification. ABBM, acting as a committee of the whole, reserves the right to deny or revoke certification if granting certification or permitting continuance of certification would adversely affect ABBM or is not in the best interest of patient health or public welfare or safety. If the applicant wishes to exercise the right to appeal this decision, the applicant must inform ABBM in writing of this intention within thirty (30) days of the date of receipt of written notification of the decision not to accept the application.

Any candidate whose license to practice medicine has been revoked, restricted or suspended in any way shall be ineligible for certification until such time as the encumbered license is reinstated in full. Should a license be revoked, restricted, or suspended following the submission of an application for certification, but prior to the notification of Diplomate status, the application and certification will be simultaneously invalidated.

It is the responsibility of the candidate to inform ABBM in writing immediately upon a change in licensure status. If the candidate fails to notify ABBM of any revocation, restriction, suspension, or probation within 60 days after the effective date, he or she shall be ineligible to seek certification for up to one year following the reinstatement of full and unrestricted licensure.

For purposes of ABBM certification, a medical license is considered to be restricted if it is currently subject to any adverse action by a state or provincial licensing agency which encumbers the ability of a physician to diagnose, manage, and/or treat patients. Questions about licensure should be presented to the ABBM in writing.

ABBM reserves the right to revoke certification erroneously granted to unqualified candidates, including certification granted as a result of clerical errors.

Appeals

Candidates whom ABBM has declared ineligible to sit for the certifying examination on the basis of qualifications may appeal such decisions by written request within 30 days of the date of notification of the Board's ruling.

WRITTEN EXAMINATION

After candidates have satisfied the qualifications for certification and made official candidacy application to the ABBM for board certification, including paying the examination fee, they are eligible for the annual ABBM certification exam (note: The exam fee covers both the exams and the onsite Board Inspection. The amount of the exam fee will be determined by the date all supporting materials are received). The Certification Examination is administered during an established two-week testing period on a daily basis, Monday through Saturday, excluding holidays, at computer-based testing facilities managed by PSI Computer Testing, Inc. PSI has several hundred testing sites in the United States, as well as Canada. Scheduling is done on a first-come, first-serve basis. To find a testing center near you visit: <http://www.ptcny.com/cbt/sites.htm> or call PSI at (800) 211-2754. **Please note: Hours and days of availability vary at different centers.** You will not be able to schedule your examination appointment until you have received an Eligibility Notice from PTC.

WRITTEN EXAM

The written exam is a one-day exam consisting of up to 250 questions designed to assess the knowledge base and the cognitive and deductive skills of candidates.

I. Concepts of Obesity – (37%)

A. Age Factors

1. Child and Adolescent Obesity
 - a. Genetic
 - b. Behavioral/Environmental
 - c. Risk Factors
 - d. Prevention
 - e. Co-morbidities
 - f. Treatment
 - i. Dietary Recommendations
 - ii. Pharmacology
 - iii. 2007 Expert Committee Recommendations
2. Adult Obesity
3. Elderly Issues

B. Nutrition

1. Macronutrients
 - a. Protein
 - b. Carbohydrate
 - c. Fats and Oils
 - d. Calories/Gram of Macronutrient
 - e. Glycemic Index/Glycemic Load
2. Vitamins
3. Electrolytes, Minerals, and Water
4. Fiber
5. Trace Minerals
6. Nutritional Values
7. Nutrient Absorption
8. Vegetarian Issues

C. Related Factors

1. Genetics
2. Endocrinology Factors
 - a. BMI Grading
 - b. Cortisol
 - c. Cushing Syndrome
 - d. Diabetes
 - e. Growth Hormone
 - f. Hypothyroidism
 - g. Metabolic Syndrome
 - h. Polycystic Ovarian Syndrome
 - i. Sex Hormones
 - j. Neuroendocrine
3. Pharmacologic Causes
4. Psychological Disorders
 - a. Eating Disorders
 - i. Anorexia Nervosa
 - ii. Bulimia Nervosa
 - iii. Binge Eating Disorder
 - iiii. Night Eating Syndrome
 - b. Mood (affective) Disorders
 - i. Major Depressive Disorder
 - ii. Dysthymic Disorder
 - iii. Bipolar Disorder
 - iiii. Cyclothymic Disorder
 - c. Anxiety Disorders
 - i. Generalized Anxiety Disorder

- ii. Panic Disorder
 - iii. Post Traumatic Stress Disorder
 - iiii. Obsessive Compulsive Disorder
 - iiiii. Acute Stress Disorder
 - d. Body Dysmorphic Disorder
 - e. Attention Deficit Disorders
 - f. Borderline Personality Disorder
- 5. Physical Activity
- 6. Diet
- 7. Cultural and Ethnic Issues
- 8. Psycho-social Environment
- D. Health Consequences
 - 1. Sleep Apnea
 - 2. Heart Disease
 - 3. Coronary Artery Disease
 - 4. Stroke
 - 5. Pulmonary Dysfunction
 - 6. Adiposopathy
 - 7. Gallbladder Disease
 - 8. Alzheimer's Disease
 - 9. Diabetes
 - 10. Hypertension
 - 11. Fatty Liver Disease
 - 12. Metabolic Syndrome
 - 13. Endocrine Dysfunction

II. Patient Examination – (15%)

- A. Assess Readiness to Change
- B. Patient History
 - 1. Health and Medical History
 - 2. Weight and Dietary History
 - a. CDC Growth Charts
 - 3. Surgical History
 - 4. Family History
 - 5. Mental Health History
 - 6. Social History
 - 7. Allergy History
 - 8. Medication and Supplements Used
 - 9. Exercise and Activity Level
 - 10. Psychological Disorders
 - 11. Systems Review
- C. Physical Examination
 - 1. General appearance
 - 2. Height and Weight
 - 3. Cardiovascular
 - 4. BMI calculation
 - 5. Classification of Weight
 - a. Classes in Adults
 - b. BMI Growth Charts
 - 6. Measurements
 - a. Abdominal Circumference
 - b. Neck Circumference
 - c. Hip Circumference
 - 7. Vital Signs
 - 8. Neurological Functions
 - 9. Range of Motion
 - 10. Tanner Staging
- D. Diagnostic Testing
 - 1. Body Composition
 - 2. Laboratory

- a. Blood Chemistry
- b. Blood Glucose Test
- c. Metabolic Testing
- d. Insulin Testing
- e. Lipid Panel
- f. CBC
- g. Urinalysis
- h. Vitamin Levels
- 3. Other Testing
 - a. EKG
 - b. Stress Test
 - c. Sleep Study
 - d. Psychological
 - e. Physical Fitness

III. Treatments - Nonsurgical – (25%)

A. Weight Control Diets

- 1. Low Calorie
 - a. Calorie Deficit to Lose Pounds
 - b. Patient Education
- 2. Very Low Calorie
 - a. Patient needs
 - b. Medical changes
 - c. In Diabetics
 - d. Contraindications
 - e. Complications
 - f. Nutrient Needs
 - g. Indications
- 3. Ketogenic
- 4. Low Fat
- 5. American Heart Association Therapeutic Lifestyle Changes
- 6. Balance Deficit Diet

B. Physical Activity and Exercise

- 1. Benefits
- 2. Types
- 3. Risks
- 4. Role in Weight Loss
- 5. Physiologic Changes
 - a. Microscopic
 - b. Macroscopic
- 6. Muscles
 - a. Types
 - b. Structure
 - c. Fuel Source for Skeleton

C. Behavior Modification/Techniques

- 1. Interpersonal Therapy
- 2. Behavioral Therapy
- 3. Cognitive Therapy
- 4. Cognitive Behavioral Therapy
- 5. Motivational Interviewing

D. Pharmacology

- 1. Antidepressants
- 2. Anti-psychotics
- 3. Blood Pressure Medications
- 4. Diabetic Medication
- 5. Non-Stimulants
- 6. Controlled Substances for Weight Loss

IV. Treatments – Surgical – (15%)

A. Bariatric Procedures

1. Historical Procedures
 - a. Vertical Banded Gastroplasty
2. Current Procedures
 - a. Roux-en-Y (RNY) Gastric Bypass
 - b. Adjustable Gastric Band
 - c. Sleeve Gastrectomy
 - d. Biliopancreatic Diversion (BDP)
- B. Risk Factors
 1. Contraindications
- C. Indications for Surgery
- D. Pre-operative Preparations
- E. Complications
 1. Insufficient Weight Loss
 2. Vitamin Deficiency
 3. Mineral Deficiency
 4. Dumping Syndrome
 5. Internal Hernia
 6. Malabsorption
 7. Anastomotic Leaks
 8. Anastomotic Ulcer
 9. Hepatobiliary Factors
 10. Gastric Band Complications
 11. Roux-en-Y (RNY) Complications
 12. Weight Re-Gain
- F. Post Surgery
 1. Follow-up
 2. Diet Recommendations

V. Patient Management Issues – (8%)

- A. Initial
 1. Written consents
 2. Referrals
 3. Eating and Activity Plans
 4. Goal Setting
 5. Patient Education
 - a. Complications of Obesity
 - b. Eating Habits
 - c. Exercise
 - d. Behavioral Modification
 - e. Vitamins, Minerals, and Hormone Balance
 6. Group Sessions
 - a. Group Therapy
 - b. Group Education
 7. Diaries
 - a. Food Diary
 - b. Exercise Diary
 8. Follow-up Schedules
- B. Long Term/Maintenance
 1. Re-assess Goals
 2. Changes in Behavior
 3. Medications
- C. Medical/Legal Issues
 1. Regulatory
 - a. HIPAA
 - b. OSHA
 - c. Americans with Disabilities Act
 2. Bariatric Laws and Regulations
 3. Insurance Compliance
 4. Public Health

Scheduling Your Examination Appointment

Once your application has been received and processed, and your eligibility verified, you will be mailed an Eligibility Notice within 5 (five) weeks prior to the beginning of the testing window. **The Eligibility Notice plus current government issued photo identification must be presented in order to gain admission to the testing center.** A candidate not receiving an Eligibility Notice or other correspondence at least 3 (three) weeks before the beginning of the two-week testing period should contact the Professional Testing Corporation by telephone at (212) 356-0660.

The Eligibility Notice will indicate where to call to schedule your examination appointment as well as the dates in which testing is available. Appointment times are first-come, first-serve, so schedule your appointment as soon as you receive your Eligibility Notice in order to maximize your chance of testing at your preferred location and on your preferred date.

Special Needs

Special testing arrangements will be made for individuals with special needs. Submit the Application, Examination Fee, and a completed and signed Request for Special Accommodations Form, available from www.ptcny.com or by calling PTC at (212) 356-0660. Requests for special testing for individuals with special needs must be received at least EIGHT weeks before the testing period begins.

Additional Policies

- Absolutely no notes, textbooks, other reference materials, scratch paper or electronic devices may be taken into the written certification examination.
- No signaling devices, including pagers, cellular phones, wireless electronic devices, Personal Digital Assistants, and alarms may be operative during the examination.
- No questions concerning content of the examination may be asked during the testing period. The candidate should carefully read the directions that are provided on screen at the beginning of the examination session.
- ABBM reserves the right to conduct and report research studies of its examinations and its examination data for purposes of quality assurance, examination development, and benefit to the specialty.
- ABBM reserves the right to include in any examination certain questions or cases for the purpose of research and validation. Such items will not enter into the scoring for the purposes of certification.
- All examination materials are copyrighted as the sole property of the ABBM and must not be removed by the candidate from the test area or reproduced in any way. Any reproduction of the test booklet in whole or in part, is a federal offense and also may subject the candidate to immediate removal from the examination and other punitive and/or legal action.

A Tutorial and a Sample Demonstration Test can be viewed online at <http://www.ptcny.com/cbt/demo.htm>.

Report of Results

At the end of the examination, candidates will receive a printout that confirms their completion of the examination. Candidates will be notified in writing by PTC within six weeks of the close of the testing period whether they have officially passed or failed the examination. Scores on the major areas of the examination and on the total examination will also be reported.

Retesting

Applicants are entitled to retake the examination one time, upon payment of a retesting fee, without resubmitting evidence of compliance with the qualifications stated previously. The candidate must retake the exam the following time it is offered or forfeit this opportunity. Any additional retesting will require a reapplication for board certification.

Reapplication

ABBM declares void the application of a candidate who has failed to satisfy the examination requirement after two attempts. The candidate may reapply by submitting a new application. Such application shall be subject to the fees, rules, privileges and requirements that apply at the time of reapplication. Applicants whom ABBM determines meet existing eligibility requirements will be permitted to sit for the ABBM certification examination.

Irregular Behavior

ABBM acts to maintain the integrity of its examination and certification process and to ensure the equitable and objective administration of its examinations to all candidates.

All board examinations are supervised by proctors who are required to report any behavior which ABBM considers a violation of the integrity of its examination and certification process. Irregular behavior includes, but is not limited to, giving or obtaining unauthorized information or aid before, during, or after the examination as evidenced by observation or subsequent statistical analysis of answer sheets. Offering financial or other benefit to a proctor, employee, or agent of ABBM is forbidden.

The examination of a candidate whose conduct, in the Board's judgment, violates or attempts to violate the integrity of its examination and certification process will be invalidated and no results will be reported. In that event, the candidate would be informed of the reasons for the Board's actions and could request an opportunity to present information deemed relevant to the issue and to petition the Board to reconsider its decision.

Unforeseeable Events

In the event inclement weather, a natural disaster, war, government regulations, strikes, civil disorders, curtailment of transportation facilities or other unforeseeable events make it inadvisable, illegal or impossible for the ABBM to administer an examination to a candidate at the appointed date, time and location, or to conclude a candidate's examination, ABBM is not responsible for any of the expense the candidate may have incurred to be present for the examination, nor for any such expense the candidate may incur for any substitute examination.

Board Inspection

All Physician candidates for board certification by the ABBM will be subject to an onsite Board Inspection. The purpose of the inspection is to determine compliance with the ASBP/ABBM Bariatric Practice Guidelines or other practice standards as may be adopted by ABBM. The reviewer will review patient files and other sources for documentation of the candidate's compliance with the guidelines.

A minimum of 50 bariatric patient charts spanning one year or more is needed for an onsite board inspection and evidence of the candidate's long term management plan. The records selected at random by the reviewer should be for patients for whom the applicant has direct patient care responsibility on a continuing basis. Please note that direct patient care is required. Physicians using electronic records should make the reviewer aware of this prior to the office visit. If requested the candidate must present printed copies of 50 complete records or have a staff member dedicated solely to assisting the review with navigating the software for the entire visit.

The patient charts must come from the Candidate's current practice at the time he/she applies for the board inspection. Candidates considering a practice relocation should factor in the scheduling of their board inspection. Extensions on the site inspection will not be granted.

Applicants apply for a Board Inspection by submitting a Board Inspection Questionnaire to the ABBM office after successfully completing the written exam. There is no additional application fee for the inspection unless a second or subsequent inspection is required. Once the questionnaire is received by ABBM, an onsite reviewer will be assigned. The reviewer and the candidate will set a mutually convenient time for the review. Candidates must be available for brief questions during their site visit, but should be able to schedule their office time as usual.

The assignment of Diplomate reviewers is made solely by the ABBM administrative office with care to avoid assigning those in direct competition with the candidate or those with whom the candidate shares office practice space. The inspection must be successfully completed within four years of passage of the written examination. Under special circumstances a candidate may request a one year extension by written appeal. The ABBM reserves the right to decline such extension. If the Board Inspection is not passed the first time, the applicant may submit for another review after six months' time. The second and all subsequent inspection attempts must fall into the four years following the passage of the examination. Candidates are strongly advised to begin the board inspection process at least six months prior to the end of their four year term to allow enough time for matching the Candidate with a reviewer and scheduling the inspection. ABBM is not responsible for ensuring the completion of an inspection for those Candidates who submit their questionnaire within six months of their four year deadline. No extensions will be given.

Candidates must be able to demonstrate an ability to select different treatment modalities, organize and sustain appropriate intervention for obesity treatment and demonstrate principles of medical management.

The reviewer will not be able to determine whether or not a candidate has passed the inspection. Rather, the reviewer's evaluation will be forwarded to the ABBM Board which will review the evaluation and then make a determination on whether or not the candidate has passed the inspection.

If deficiencies are found on an applicant's review, the applicant may reapply for a second (or subsequent) review after six months' time by submitting a written request for the additional review.

Examiner Conflict of Interest Policy:

The assignment of Diplomate reviewers is made solely by the ABBM administrative office with care to avoid assigning those in direct competition with the candidate or those with whom the candidate shares office practice space. A candidate may request a different Board Inspection reviewer at any time prior to the inspection if he/she feels that the assigned reviewer has a potential bias or conflict. A request for a change will be honored by ABBM prior to the visit without further explanation necessary. The voting Board members will not be given knowledge of the request for a change and therefore the request will not alter the outcome of their decision.

During the trip to complete the Board Inspection, there should be no social contact between the candidate and reviewer either prior to or immediately after the Board Inspection.

The key to passing your inspection is complete and consistent documentation in all of your bariatric patient charts. A list of the most common reasons for failure of a Board Inspection follows.

1. **Poor documentation** – incomplete medical histories, inadequate physical exam- no vitals signs, when anorectics prescribed
2. **Inappropriate prescribing-** (Example- phentermine in a patient that has a BP of 190/110, or abnormal EKG changes that were not evaluated.)
3. **Poor dispensing practices-** Staff dispensing when physician is not there, not following state and federal laws, inadequate inventory
4. **Inadequate follow up-** Example- 5 refills on phentermine, do follow up exams, no vital signs when meds renewed.
5. **Same diet for all-** same product or handout to everyone regardless of their weight, or medical condition.

BOARD INSPECTION

Patient History

- Patient histories are taken before commencement of treatment.
- Patient charts contain (with separate notations for each):
 - a. dietary content inquiry
 - b. weight history
 - c. dietary history
 - d. history of eating disorders
 - e. current medical problems, diagnoses, treatment
 - f. past medical history
 - g. past psychiatric history
 - h. types of medications taken currently including dietary supplements, herbs, “natural remedies”
 - i. medication allergies, food allergies, sensitivities
 - j. review of systems (including mental status inquiry)
 - k. family medical history (weight, physical, psych.)
 - m. gyn history
 - n. patient’s primary care provider if other than bariatrician
 - o. consultations requested if necessary
 - p. past history of weight loss medication use
- The physician has personally reviewed the information obtained and made appropriate notations regarding any positive findings in the patient history.

Physical Exam

- Physical exams are performed or reviewed by the physician before commencement of treatment.
- Documentation of the physical exam includes:
 - a. height
 - b. weight
 - c. blood pressure
 - d. pulse
 - e. general appearance
 - f. BMI (or some objective measure of obesity)
 - g. head and neck
 - h. thyroid
 - i. heart
 - j. lungs
 - k. abdomen
 - l. extremities
 - m. neurologic
 - n. abdominal circumference/waist-to-hip ratio
 - o. skin

Lab Work

- Laboratory work-up is performed before commencing therapy.
- Chemistry profiles includes:
 - a. metabolic panel (glucoses, electrolytes, ca, renal, b. hepatic, blood sugar)
 - c. lipid panel (total cholesterol, HDL, LDL, triglycerides, ratio)
 - d. CBC (hemoglobin/hematocrit, platelets)
 - e. Urine analysis
 - f. thyroid function testing (TSH or free T4 or FTI [free thyroxin index: T3, T4, T7] recommended)
- Lab follow-up is performed if indicated.

EKGs

- EKGs are obtained if:
 - a. there is reasonable evidence of present or past significant cardiac disease
 - b. the patient has coronary heart risk factors such as hypertension, hyperglycemia or dyslipidemia
 - c. there is a strong family history of cardiac disease.

Patient Counseling

- Counseling is performed in the following areas (both initially and in follow-up visits):
 - a. appropriate eating habits
 - b. exercise
 - c. behavior modification
 - d. appetite suppressants (if used)
- Patients are offered an appropriate, individualized plan.

Return Visits

- Patient is advised to return at reasonable intervals for periodic follow-up and counseling.
- On return visits, pulse and blood pressure are recorded, as are weight or BMI.

Medications

- Anti-obesity medications are prescribed in accordance with pharmaceutical labeling or in accordance with the ASBP Guidelines for Anorectic Drug Use or in accordance with published peer-reviewed medical literature (made available to reviewer at the time of the review along with copies for ABBM Board).
- The following is consistently reflected in patient charts:
 - a. the patient has been provided information on the benefits and risks of the proposed treatment modalities to be used.
 - b. inquiry has been made as to the patient's understanding of the benefits and risks.
 - c. the patient's medication dosing, effectiveness and possible side effects.
- If medications are dispensed from the office, they are stored securely, packaged and labeled in accordance with applicable laws, and recorded and dispensed in accordance with applicable laws.

Long Term Management Plan

- A Long Term Management Plan includes individualized dietary plans, behavior modification, exercise and scheduled follow-up visits.

Candidates must be able to demonstrate an ability to select different treatment modalities, organize and sustain appropriate intervention for obesity treatment and demonstrate principles of medical management.

DEADLINES AND FEES

ABBM is a non-profit corporation, and the fees from candidates are used solely for defraying actual expenses incurred in conducting examinations and Board Inspections, and in carrying out the business of the Board. The directors of the Board serve without compensation.

In the event an application is not accepted, or the application is accepted and subsequently withdrawn by the candidate, fee(s) covering administrative services will be retained and the balance of any fees paid for the examination and the Board Inspection will be refunded according to the schedule stated in this booklet. No fee will be refunded if the candidate's notice of withdrawal from the board certification process is received after the date of the 30th day prior to the examinations.

Reexamination fees will be charged to candidates whether they have failed a previous examination, canceled a scheduled appointment for examination in less than 30 days prior to the examinations, or failed to appear for any examination for which they were properly scheduled.

Applicants may pay fees by credit card, using either Visa or MasterCard, or by check. For applicants not using U.S. banks, the fee must be paid in U.S. dollars using one of the following: (1) money order, (2) cashier's check or (3) certified check. To be accepted for payment, these instruments must be payable through a U.S. bank.

After the ABBM has accepted an application, the applicant is expected to take the next certifying examination offered. However, an applicant may withdraw by submitting a written notice. Refund of fees paid will be made according to the refund schedule.

2011 FEES

DEADLINES	Application Deadline	Late Application Deadline
	6/15/11	7/30/11
MD/DO CANDIDATE FEES	\$1500	\$1700
RETAKE FEES	Written exam:	\$500

Exam Refunds

- \$1000 through June 1, 2011
- \$500 through July 1, 2011
- No Refunds after August 1, 2011

Other Fees

Re-inspection	\$1000
Recertification Exam	\$500

- Exam fee amount determined by the date the complete application is received by the ABBM office.
- The exam fee covers processing candidate applications, analyzing the exam results, marketing, administrative office costs, insurance and travel expenses for candidates' office inspections.

DIPLOMATE INFORMATION

All Physician candidates who successfully complete the written certification examination, as well as the onsite Board Inspection, shall be known as Diplomates of the American Board of Bariatric Medicine. Diplomates receive an appropriate certificate which remains the property of the American Board of Bariatric Medicine. The Diplomat to whom the certificate is issued is entitled to its possession unless it is revoked (see "Revocation of Diplomat Status.")

If a Diplomat's certificate is lost or destroyed, the Board will issue a replacement certificate upon written request and justification. The certificate replacement fee must accompany the request. Contact the Board office for current fees.

Recertification

Diplomates should complete the recertification exam prior to the completion of their 5 year term. Candidates who are due for recertification will be notified by mail with instructions on how to proceed. To recertify, a Diplomat must provide the following documentation upon application:

1. A copy of their current, unrestricted medical license
2. Proof of completion of at least 50 AMA PRA Category 1 Credits in bariatric medicine from the 4 years prior to application.

CME Credit Rules

Bariatric CME credits will be accepted from any CME activities that are focused specifically and solely on obesity, as long as the activity was approved for AMA PRA Category 1 Credits. Credits from CME activities on obesity co-morbidities will only be approved for the number of hours that obesity treatment was the focus of the activity. An activity outline, including lecture topics and the length of each lecture must be submitted. Credits may come from in-person activities or self-study in any combination of the two to attain the 50 credits needed.

The recertification exam will consist of a mail-in written exam with 50 multiple choice questions. Candidates will receive a bibliography of references they may wish to use when completing the exam. The exam is not designed to be burdensome, but rather to demonstrate continuing education and accomplishment within the field. There will be no chart review or onsite inspection.

Recertification Retesting

If the Diplomat does not pass the recertification exam during the final year of their certification term, he/she may take the exam the following year, upon payment of the \$500 recertification exam fee. If the Diplomat chooses not to take the recertification exam during his/her final year of certification, the incompleteness will be considered as a failure on the exam during that year. The physician will not be considered a Diplomat during any time their certification term has lapsed.

If a Diplomat does not pass or does not complete the exam for two years in a row, the Diplomat may reinstate his/her board certification status by retaking and passing the Written Examination under the same terms as a new Candidate. Completion of a new Board Inspection will not be required.

Lapse in Diplomat Status

Diplomates who fail or do not complete the recertification exam during the year they are scheduled will be required to remove their certification status from their letterhead and any printed or web marketing materials. The Diplomat's state medical board will also be updated that the physician is no longer certified in bariatric medicine through ABBM.

Use of Diplomat Designation

Use of the ABBM Diplomat status or of the Board's official logo in advertising media to imply official endorsement of the Diplomat or the Diplomat's practice, methods, programs or products will be considered a violation of the terms and conditions of certification. The Board may terminate the Diplomat's status upon a three-fourths affirmative vote of the board. A Diplomat may indicate status as a Diplomat, American Board of Bariatric Medicine, in advertising media provided the professional qualification does not indicate that the Diplomat's practice, methods, programs or products are endorsed by ABBM.

Revocation of Diplomat Status

A certificate is issued by ABBM with the understanding that it remains the property of the Board during the life of the Diplomat. Any certificate issued by the board shall be subject to revocation in the event that the certificant:

- Fails to comply with the continuing requirements for Diplomate status.
- Misuses the Diplomate designation.
- Commits fraud or misrepresentation in the application or recertification process.
- Fails to abide by the ABBM Bylaws or any rules or requirements established by the Board.
- Has a license or certificate to practice medicine suspended or revoked.

Listing of Certified Diplomates

Each year, the ABBM headquarters office notifies the American Society of Bariatric Physicians of the names of the Diplomates certified in that year with the request that they be listed in the next issue of the ASBP Membership Newsletter.

After this effort to assure initial listings of the newly-certified Diplomates, ABBM assumes no responsibility for a Diplomate's listing in subsequent issues of any directory.

Status of Individuals

The American Board of Bariatric Medicine does not use the term "board eligible" because the term does not have a consistent definition. Claims that a physician has passed the written examination, the Board Inspection or is "board eligible" are not permitted.

Except as required by law, ABBM will respond to inquiries regarding the status of an individual by providing a statement of only whether the individual has been certified or not.



Application for
ABBM BOARD CERTIFICATION
ABBM Written Examination in Bariatric Medicine - MD/DO - 2011

Optional Information

Note: Information related to race, age, and gender is optional and is requested only to assist in complying with general guidelines pertaining to equal opportunity. Such data will be used only in statistical summaries and in no way will affect your certification.

Race:

- African American Hispanic White
 Asian Native American Other

Age Range:

- 25 to 29 40 to 49 60+
 30 to 39 50 to 59

Gender:

- Male Female

Candidate Signature

I have read the Policies and Procedures for Physician Certification (2011) and understand I am responsible for knowing its contents. I certify that the information given in this Application is in accordance with the Policies and Procedures instructions and is accurate, correct, and complete.

CANDIDATE SIGNATURE: _____ **DATE:** _____

2011 Qualifications for ABBM Board Certification

- 1 A copy of each of the state, province, or jurisdictional license in which the candidate currently practices medicine.
- 2 A copy of the candidate's DEA registration certificate.
- 3 Proof of completion of U.S. or Canadian medical residency or the equivalent training in a U.S. territory.*
- 4 A signed Declaration and Consent form.
- 5 A minimum of one hundred (100) credit hours of continuing medical education (CME) recognized by the American Medical Association Physician Recognition Award (AMA PRA) Category 1 Credits are required for certification. Fifty (50) of those credit hours must be in **Bariatric Medicine** involving education in the core-content of bariatric medicine as defined by the ABBM. The remaining fifty (50) credit hours may be fulfilled by **Obesity-related Co-morbidity CME** involving education on obesity-related topics as itemized in the ABBM Test Content Outline (<http://abbcertification.org/inc/assets/2010/TestContentOutline.pdf>). The one hundred (100) credit hours can be completed within thirty six (36) months preceding the final application deadline (7/31/08-7/30/11). A copy of the applicant's CME certificates should accompany the application.

* Physician candidates that have not completed a U.S. or Canadian medical residency or the equivalent training in a U.S. territory are invited to apply for the Certificate of Advanced Training in Bariatric Medicine. Please see the Policies and Procedures for the Certificate of Advanced Training in Bariatric Medicine for application requirements.

EXAMINATION FEES

Amount of examination fee is determined by the date the complete application is received by the ABBM office.

NEW CANDIDATE

Early Deadline Fee (6/15/2011) \$1500
 Final Deadline Fee (7/30/2011) \$1700

RETAKE CANDIDATE

Written Examination: \$500

Applications received after July 30, 2011, will not be accepted for the 2011 ABBM Written Examination in Bariatric Medicine.

CREDIT CARD PAYMENT

If you want to charge your application fee on your credit card provide all of the following information.

Name (as it appears on your card): _____

Address (as it appears on your statement): _____

Charge my credit card for the total fee of: \$ [] [] [] [] [] []

Expiration date (month/year): [] [] / [] [] [] []

Card type: Visa MasterCard **3 Digit ID on back of Card:** [] [] []

Card Number: []

Signature: _____

FOR OFFICE USE ONLY

Date

Fee: [] [] [] [] [] []

CC Check

[] [] [] [] [] []



**American Board of Bariatric Medicine
Candidate Declaration and Consent**

Declaration

I, the undersigned, hereby make application to the American Board of Bariatric Medicine for the issuance to me of a certificate, and for examinations and Board Inspection relative thereto, all in accordance with and subject to its rules and regulations, and the fees requested. I certify that all information contained in my application for ABBM certification is true and accurate to the best of my knowledge. I agree to denial for eligibility for certification, revocation or other limitation of my certification if any statement made on this application or hereafter supplied to ABBM is false or inaccurate or if I violate any of the rules or regulations of ABBM. I understand that if I receive ABBM certification, it will be my responsibility to remain in compliance with all ABBM requirements for certification as they presently exist and as they may be revised, to keep my certification current and to submit a valid renewal application and fee within sixty (60) days of my certification expiration date.

In addition, I hereby authorize ABBM, its officers, directors, committee members, employees, and agents (the "above-designated parties"), to review my application for eligibility for ABBM certification, and, if I receive ABBM certification, to initiate review of my continued eligibility for ABBM certification. I agree to cooperate promptly and fully in any such review, including submitting such documents and information deemed necessary to confirm the information in this application. I authorize the above-designated parties to communicate any and all information relating to any ABBM application and review thereof including but not limited to pendency or outcome of disciplinary proceedings to state and federal authorities, and others by means of newsletter or otherwise.

I understand that ABBM may use any score in psychometric analyses to confirm observations and reports of suspected irregularities in the conduct of an examination or review, and respond to any inquiry about my status in its examination or review system in accordance with its policy as then constituted. I authorize any and all repositories to grant access to or to produce copies for the American Board of Bariatric Medicine of all documents and records containing information and data pertaining to my practice of medicine.

I certify that I am the candidate whose signature appears below. Because of the confidential nature of the ABBM examination, I will not take any examination materials from the test site, reproduce the examination materials, or transmit the examination questions or answers in any form to any other person. I understand that I may only seek admission to sit for the ABBM examination for the purpose of seeking ABBM certification, and for no other purpose. I understand that ABBM reserves the right to refuse admission to any ABBM examination to me if I do not have the proper identification (valid acknowledgment card), or if administration has begun. If I am refused admission for any of these reasons or failure to appear at the test site, I will receive no refund of the application or examination/Board Inspection fees and there will be no credit for future examinations or the onsite inspection. I authorize the proctors at my assigned test site to maintain a secure and proper test administration at their discretion. I acknowledge that in this capacity the proctors may relocate me before or during the examination. I will not communicate with other examinees in any way.

If I do anything which is not authorized or which is prohibited by ABBM in connection with any ABBM examination, I understand that my examination performance may be voided, and such activity may be the subject of legal action. In a case where my examination performance is voided, I will receive no refund of the application or examination fees and there will be no credit for any future examination.

I understand that review of the adequacy of the examination materials will be limited to computing any scoring correction. I waive all further claims of examination review and agree to indemnify and hold harmless the above-designated parties for any action taken pursuant to the rules and standards of ABBM with regard to this application and/or my certification.

By signing, I hereby certify that I have read and understand this information, and that I am in compliance and will remain in compliance with all of the Articles of Information and Bylaws of the American Board of Bariatric Medicine, as then constituted or as amended.

Consent

I, the undersigned, in connection with my application for certification by ABBM, hereby authorize the American Board of Bariatric Medicine, now and in the future, to request, procure and review any information regarding my medical practice, professional standing and character, including but not limited to any information related to any disciplinary action related to the practice of medicine by any state licensing agency or any institution in which I have practiced medicine and any information related to any history of alcoholism or illegal use of drugs and any treatment or rehabilitation related thereto.

I hereby authorize the American Board of Bariatric Medicine, now and in the future, to request and procure such information from any individual or institution, each of which shall be absolutely immune from civil liability arising from any act, communication, report, recommendation or disclosure of any such information even where the information involved would otherwise be deemed privileged so long as any such act, communication, report, recommendation or disclosure is performed or made in good faith and without malice.

I hereby authorize the American Board of Bariatric Medicine to supply a copy of this consent, which has been executed to me, to any individual or institution from which it requests information relating to me.

Name (Please Print) : _____ Signature: _____ Date: _____

NOTARY INFORMATION

STATE OF _____ COUNTY OF _____

Before me, the undersigned authority in and for said County and State, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instruments, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

Given under my hand and the seal of this office on this ____ day of _____, 20 ____.

NOTARY PUBLIC _____ My Commission Expires: _____
Signature Name (printed)

EXAM PREPARATION: CME AND STUDYING

STUDY MATERIALS

Please refer to ABBM's website for the most up to date information on the following study materials. <http://www.abbmcertification.org>

- Certification Review Course on DVD
- Certification Review Course Syllabus
- Reference List
- Exam Content Outline
- Sample Board Inspection Evaluation form

BARIATRIC CME OPPORTUNITIES:

Recommended Organization

American Society of Bariatric Physicians: www.asbp.org

Regional Obesity Course
Nutrition and Metabolism Symposium
Obesity and Associated Conditions Course
Bariatric Essentials Course
Bariatric Practitioner Course
Basic Medical Weight Loss Techniques Workshop

Recommended Courses

Harvard Practical Approaches to the Treatment of Obesity <http://hms.harvard.edu/public/disease/obesity/obesity.html>
University of New Mexico Annual Obesity Symposium: <http://hsc.unm.edu/som>
Columbia University College of Physicians and Surgeons- Frontiers in Diabetes <http://cpmcnet.columbia.edu/dept/ps>
Research Molecular Genetics of Diabetes and Obesity:
Continuing Education Inc – Internal Medicine: Obesity and the Metabolic Syndrome <http://www.continuingeducation.net>
Keystone Symposia <http://www.keystonesymposia.org>

- Molecular Control of Adipogenesis and Obesity
- Neuronal Mechanisms Controlling food intake, glucose metabolism and body weight

ONLINE CME SOURCES

Online CME provider sites may offer overweight- and obesity-related CME topics that could be used to satisfy the ABBM CME requirement for board certification candidacy. Please note that, because of the one-year "shelf life" of these programs, program offerings on each site are frequently updated and changed. Please note that this list is not inclusive of all sites that may contain applicable CME opportunities and that your best alternative is to do a Web search for online CME using a variety of search engines.

medscape.com
CMEcourses.com
CMEweb.com
medsite.com
www.nichq.org/NICHQ/Programs/ConferencesAndTraining/ChildhoodObesityActionNetwork.htm
www.nichq.org/NICHQ/Topics/PreventiveCare/Obesity/
cine-med.com
medconnect.com
ama-assn.org/cmeselec/courses.htm
aafp.org/cmeaafp.org/cme

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GENERAL INFORMATION

This booklet has been prepared to supply information concerning requirements for certification by the American Board of Bariatric Medicine. ABBM reserves the right to make changes in its policies, procedures and fees at any time, without notice. The provisions of this publication are not intended to be or in anyway imply a contract between any candidate and ABBM.

All queries concerning the requirements for certification, etc., should be directed to the executive director of ABBM. In view of the nature and significance of the decisions made, communications between the executive director and the candidates should be made in writing and sent to the following address:

American Board of Bariatric Medicine
2821 S. Parker Rd, Suite 625
Aurora, CO 80014
info@abbmcertification.org

Reporting Changes of Address

Candidates and Diplomates must notify the office of the American Board of Bariatric Medicine of any change of address or name change within sixty (60) days of such change.

Deadline Policy

ABBM is not responsible for ensuring Candidates or Diplomates complete their certification applications, patient care reviews or recertification applications and exams by the stated deadlines. It is the responsibility of the Candidate or Diplomate to be aware of ABBM's deadlines and certification term. Any reminders sent to Candidates or Diplomates by ABBM are done as a courtesy.

NO EXCEPTIONS POLICY

ABBM will not allow any exceptions to the policies stated in this booklet, unless the request is based on actions of ABBM.

The Board's decision about a candidate's eligibility for certification is determined by the policies and procedures described in this booklet. This edition of *Policies and Procedures* supersedes all previous publications. The Board reserves the right to make changes in its fees, examinations, policies, and procedures at any time without advance notice. The Board also reserves the right, under extraordinary circumstances, to waive certain of its requirements. Admission to the Board's examinations will be determined under policies in force at the time of application. This document is not to be construed as a contract between a candidate and the American Board of Bariatric Medicine.

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