



ABP Corporate Policy

Guidelines for Maintaining Information on Revoked Certificates

If the ABP has made a determination to revoke a diplomate's certificate, as provided in the ABP's Revocation Procedure the following procedure may be followed to maintain information concerning the physician and the revocation:

1. A separate document file should be maintained in the ABP office on the physician and to the extent available to the ABP, should contain the following information:
 - a. summary of the reports and actions of outside agencies regarding the physician;
 - b. correspondence relating to queries and actions taken regarding the physician's certification status;
 - c. records of actions taken by the Credentials Committee, the President of ABP or his designee, or the ABP staff with respect to the physician's certificate status; and
 - d. any other appropriate information relating to the physician or the revocation.
2. The physician's name should be flagged in the ABP's computerized database.
 - a. The flag code should indicate that the ABP has made a determination to revoke the physician's certificate.
 - b. The physician's file may be reviewed with the President or his designee before information relating to the physician or to the revocation is provided to the physician or to others.

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