

December 18, 2017

**RE: License for American Medical Association's Current Procedural Terminology (CPT®) codes.**

Dear Valued ACOM Health Customer,

We are writing regarding enforcement by the American Medical Association (AMA) of a mandatory usage license for the Current Procedural Terminology (CPT®) codes.

As you are aware, the health care industry is required to use CPT codes for claim submission and payment processes. Since the copyright for the CPT codes is owned by the American Medical Association (AMA) every individual user with direct or indirect access to the CPT is required to have an annual CPT usage license. Per the AMA, this licensing applies to the doctor(s) and all the staff in the practice, regardless if they do or do not use or access CPT codes.

The AMA has increased their enforcement of CPT usage licenses of every provider and staff member in all health care organizations, including chiropractic offices, by approaching each software vendor and requiring each vendor provide information on their client base to the AMA so they may clamp down on unlicensed CPT usage.

To minimize the impact on our clients, ACOM Health has taken the necessary steps to become an official CPT Distributor for the AMA beginning in 2018. The advantages to you are:

- ACOM Health's RAPID software will be updated in the first quarter of each year with the most up to date edition of CPT codes.
- ACOM Health will manage all the necessary reporting requirements to the AMA and eliminate all administrative tasks required of you.
- ACOM Health has negotiated a lower fixed per location fee for our chiropractic clients of just \$89 per year per location saving you approximately 50% off the annual license rate if you deal directly with the AMA.

The collection date of the once a year fee will vary based on your RAPID software license:

- Annual software maintenance clients will incur a one-time charge of \$89 on the annual maintenance renewal invoice.
- Monthly software subscription clients will incur a one-time charge of \$89 on their next monthly debit.

In the first quarter of 2018, we will release a new version of the RAPID software with the 2018 edition of the CPT codes. When each user first logs on to the new release they will be prompted to read and accept an End User License Agreement incorporating the AMA CPT licensing requirements.

We are disappointed in this unplanned expense, but we are confident we have taken the right steps to minimize your administrative and financial impacts while ensuring you are compliant and receive the latest CPT codes.

We thank you for the opportunity to continue to serve you. Please do not hesitate to direct questions regarding the AMA's CPT usage license requirements to [CPTLicense@acomhealth.com](mailto:CPTLicense@acomhealth.com).

Sincerely,

The ACOM Health Administration Team