

Appeals, Disciplinary, and Ethics Committee

Policy Number	102
Approved By:	AHVAP Certification Center Board of Directors
Changes Authorized by:	AHVAP Certification Center Board of Directors
Date Approved:	04/19/2023
Dates(s) Reviewed	
Date(s) Revised	

The designation Certified Value Analysis Healthcare Professionals (CVAHP™) is recognized by health care professionals, value analysis leaders, employers, and regulatory agencies at the local, state, and national level as the premier professional board certification in the specialty of healthcare value analysis. The AHVAP Certification Center also has added additional credentials and micro-certifications which are covered under this policy.

Examination is the standard by which the professional's knowledge base is measured. Because of the significant national credibility associated with the AHVAP Certification Center examinations, the AHVAP Certification Center has a responsibility to ensure the integrity of the credentials awarded (CVAHP™ and all other credentials under the AHVAP Certification Center brand umbrella). To protect the public from individuals who hold themselves out as certified, credentialed professionals, without having first been awarded the CVAHP™ credential or other AHVAP Certification Center credentials by the AHVAP Certification Center or who otherwise falsely represent their qualifications to the AHVAP Certification Center in obtaining such credentials, the AHVAP Certification Center has established an appeals, disciplinary, and ethics committee (ADEC). The AHVAP Certification Center shall list all active certified persons on the AHVAP Certification Center website, which is available to the public. Any issues not addressed within this policy specifically will be addressed on an ad-hoc basis by the ADEC Committee.

Purpose of the Appeals, Judicial, and Ethics Committee

Policy: The ADEC shall be charged with investigating, adjudicating, and disciplining reported incidents in which certification credentials have been falsified or misrepresented, altered examination score reports have been prepared, and/or forged application or recertification documents have been presented. The ADEC will also investigate and decide claims of unacceptable or harmful practice related behaviors of current certified professionals.

The ADEC shall consist of one Committee Chair appointed by the AHVAP Certification Center Board of Directors Chair, at least one AHVAP Certification Center Board Member, and the AHVAP Certification Center Public Board Member. The AHVAP Certification Center Chief Credentialing Officer will serve as Ex-officio to the committee.

Procedure:

1. Meetings of the ADEC can be held by conference call or other telecommunication except the meeting in which the initial determination is made regarding the potential violation(s) and sanction(s).
2. Written complaints from individuals will be accepted only if they are signed or presented by AHVAP Certification Center staff. No action will be taken on anonymous complaints. If an initial complaint is accepted by the ADEC, the complainant shall be required to authorize the disclosure of all information reasonably related to the complaint to charged party. There may be times when written complaints are not required, such as in judicial or regulatory proceedings against a charged party that allege or determine an act of misconduct. The ADEC shall be able to act upon such credible evidence that they may become aware of without the necessity of a formal, written complaint.
3. When the ADEC receives a signed written report, or in its discretion, receives what it believes to be credible evidence, of an incident or professional misconduct which falls into one of the preceding categories, such complaint shall be referred promptly to the ADEC which shall then initiate an investigation to determine whether such conduct warrants formal action.
4. To protect the credential and assure responsible practice by its certified members, the ADEC depends upon healthcare value analysis professionals, employers, professional boards, and the public to report incidents, which may require action by the ADEC. Complaints which appear to fit the scope of the ADEC's responsibilities may be sent to: Chair, Appeals, Judicial, and Ethics committee via email: certification@ahvap.org.
5. All complaints and resolutions will be treated as strictly confidential and only members of the ADEC are privy to relevant information related to a complaint and/or disposition unless a full appeal to the AHVAP Certification Board of Directors is requested. All AHVAP Certification Center records will be maintained upon disposition of the ADEC process.