



## **American Board of Emergency Medicine Privacy Statement**

In the course of administering the certification, recertification, and Emergency Medicine Maintenance of Certification (ABEM MOC) processes, the American Board of Emergency Medicine (ABEM) must collect and use emergency physicians' personal identification information, contact information, and in some cases financial information. In addition, ABEM generates sensitive personal information such as examination scores.

Applicants for certification and diplomates participating in ABEM MOC must accept agreements that identify how information they provide will be used.

ABEM has issued the following Privacy Statement to describe its collection, use, and disclosure of such information. In the interests of public health and safety, it is ABEM's objective to promote the submission of candid and complete information by candidates and diplomates by ensuring the confidentiality of sensitive information to the extent possible within the scope of ABEM's role as a certifying organization.

### **Personal Information**

Personal information is collected and used to identify residents, applicants for certification in Emergency Medicine or a subspecialty, candidates for certification, diplomates and former diplomates. It is also used to verify a physician's credentials to determine eligibility for certification or to maintain certification. ABEM does not collect personal information from users of those parts of its website that do not require a login.

Personal information includes name, social security number (or Canadian social insurance number), date of birth, and medical licensure information. If additional personal information is provided to ABEM for any reason, it is not retained beyond one year or the physician's certification date, whichever comes second.

Social security and social insurance numbers are not used in the ordinary course of ABEM business except to verify identity. Full social security and social insurance numbers are not used as passwords for physicians to access information online or by telephone. Social security and insurance numbers are not provided to any organizations other than the American Board of Medical Specialties (ABMS) and the Federation of State Medical Licensing Boards.

Limited personal information is used in the process of obtaining independent verification from residency program directors that graduates have successfully completed the training requirements of that program.

ABEM will never use data for research or provide data to researchers that could be used to identify individual residents, training programs, applicants, candidates for certification, diplomates, or former diplomates.

### **Contact Information**

ABEM collects and maintains contact information for Emergency Medicine residents, applicants, and diplomates, including email address, phone number, and a preferred mailing address.

Physician contact information is provided to the ABMS, ABEM sponsors, and ABEM's testing vendor (for purposes of identifying examinees at the examination site). In addition, the city and state of a diplomate's or former diplomate's current preferred mailing address is provided upon request.

Contact information is collected for physicians who are certified by other ABMS member boards if they are actively seeking certification, recertification, or maintaining certification in a subspecialty that ABEM administers. This information is not maintained or shared with any organizations other than the physician's home board and ABEM's testing vendor (for purposes of identifying examinees at the examination site).

Contact information for other individuals is not maintained except for the email addresses of individuals who write emails to ABEM. These emails may be retained indefinitely, including the email sender's name, email address, and any other information the sender has included in the email. ABEM does not disclose this information.

### **Financial Information**

ABEM collects credit card information from individuals who choose to pay for ABEM services via credit card. To protect the security of this information, ABEM complies with current Payment Card Industry Data Security Standards (PCI DSS). These standards include but are not limited to maintenance of a secure network architecture, protection of data during transmission across the network and during storage, secure systems and applications, strong access control measures, restricted physical access to credit card information, regular monitoring and testing of networks, security systems, and processes.

Credit card information received through the mail is treated as confidential, is stored in secure systems, and any paper copies are destroyed.

### **ABEM-generated Information**

ABEM generates information about residents, candidates for certification in Emergency Medicine or a subspecialty that ABEM co-sponsors, diplomates, and former diplomates attempting to regain certification. This information includes application status, certification status, examination status and scores, participation in LLSA CME activities, and ABEM MOC participation information.

LLSA CME information, including the physician's name, date of birth, credit earned, and verification that the physician passed the LLSA test will be communicated to the CME provider the physician selected when registering for the CME activity.

Upon request, ABEM will disclose a diplomate's certification dates and certification number, ABEM MOC participation status, and clinical activity status.

All other ABEM-generated information is confidential and is disclosed only as follows:

- Upon written request from a candidate for certification, his/her status in the certification process will be disclosed. A third party can receive this information from ABEM with a written request, a status verification fee, and a signed release from the candidate.

- A resident's individual in-training examination results are disclosed to the residency program in which the resident is enrolled at the time the results are published. A physician's certification examination results are disclosed to that physician.
- A physician's certification examination pass-fail results are disclosed to the residency program from which the physician graduated and aggregated information is provided to the Accreditation Council for Graduate Medical Education (ACGME) Residency Review Committee for Emergency Medicine.
- Information is provided for research purposes as long as it does not identify individuals.

### **Computer Use Information**

ABEM collects the following information about individuals who use the portion of the website for which a user ID and password is needed: IP address, user identification number (a unique, ABEM-assigned number), and browser information. This information is secure and confidential. It is used only by ABEM's information systems staff for purposes of systems maintenance and performance enhancement.

The ABEM website places temporary cookies in the user's browser during use of the website. These cookies are automatically deleted when the user's browser is closed or upon logout.

Some information is sent to diplomates and candidates for certification via mass email, in which case ABEM may track whether or not the email was received.

This website contains links to other websites. ABEM has no control over and is not responsible for the privacy policies or content of such sites.

### **Contact Information**

If you have any questions regarding this Privacy Statement, please contact ABEM at 517.332.4800.

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