



## Appealing an APEX® Determination

A radiation oncology practice (ROP) has the right to appeal its determination within 30 days of the determination letter date. The following determinations may be appealed:

- 1) A denial of APEX accreditation.
- 2) A determination of provisional accreditation.
- 3) A denial of full accreditation for a practice that had been granted provisional accreditation.
- 4) An accredited practice being placed on probation during the accreditation cycle.
- 5) A practice on probation during the accreditation cycle having their accredited status revoked.

A request to appeal must meet the following requirements:

- 1) It must be in writing, preferably in a letter sent from facility leadership on facility letterhead, and emailed to ASTRO at [apexsupport@astro.org](mailto:apexsupport@astro.org);
- 2) It must specify the ground(s) for the appeal;
- 3) It must authorize ASTRO to share your ROP's information with the appeal panel, the ASTRO Board of Directors and others, as necessary to conduct the review; and
- 4) It must be received within 30 days of the date on your determination letter.

Once ASTRO receives a request for appeal that meets the requirements above, it will begin the process of assembling an Ad Hoc Appeal Panel ("Appeal Panel") to hear the appeal.

Within 30 days of ASTRO accepting an appeal, an Appeal Panel consisting of three ASTRO members, approved by the Chair of the ASTRO Board of Directors, are reviewed for potential conflicts by the ROP filing the appeal.

The Appeal Panel Teleconference will be conducted with representatives from the ROP, the Appeal Panel, a representative of the APEX Committee and ASTRO staff. During this teleconference, representatives from the ROP will be able to make an oral and/or written presentation and respond to questions from the Appeal Panel.

The entire appeal process will be completed within 90 days from the date of the accepted request for appeal. Based on the decision of the Appeal Panel, an ROP will either maintain the status they were originally granted or receive a new determination.

*To see additional information about the appeals process, see the [APEX Accreditation Procedures](#).*