CONFIDENTIALITY POLICY

Certain materials generated and received by the National Commission on Recognition of Dental Specialties and Certifying Boards (National Commission) are confidential and must not be improperly disclosed. The National Commission's Confidentiality Policy applies to all documentation generated by the National Commission Board of Commissioners, the Ad Hoc, Review, and Standing Committees and the Appeal Board. Confidential materials are maintained to ensure the integrity of the specialty recognition process and may be shared by the National Commission in instances related to responding to state or federal legal requirements, as appropriate. Confidentiality applies without limitation, to the following documents and to the information contained in those documents:

Specialty Recognition Applications: After an application for recognition has been reviewed by the director of the National Commission to ensure that the required documentation including appendices have been submitted, the National Commission will publish an announcement to the public that the application has been received but will not release any information contained in the application until the application is distributed for public comment. If an incomplete application is received, receipt of the application will remain confidential, and no public announcement will occur. The National Commission will not release any information contained in the application without first informing the applicant organization. Applications rejected by the National Commission are not released unless prior written approval is obtained by the applicant organization. All documentation in the application for recognition is confidential until the respective Review Committee has reviewed the documentation for completeness and the application is ready to be circulated for public comment. After an application for recognition has been circulated for public comment, all comments will remain confidential. After the public comment period has expired, the National Commission will no longer share the content of the application for recognition with the communities of interest.

Protected Health Information: The National Commission will not accept any documentation that contains Patients' Protected Health information (PHI) and/or Personally Identifiable Information (PII). Applications/Annual Surveys/ Periodic Reviews that contain PHI/PII will be returned to the organization with the directive to remove all PHI/PII. The National Commission will not accept comments from the communities of interest that contain PHI/PII. The submitting organization or individual will be informed that the comment has been destroyed and that a new comment will need to be submitted that does not contain PHI/PII.

Surveys: Routinely gathered data is used in the recognition of the certifying boards. The National Commission may release to the public any portion of survey data that is collected unless the documentation is deemed to be confidential.

Meeting Materials and Discussions: All background reports, meeting materials and discussions related to applications for recognition are confidential. All background reports, meeting materials and discussions related to the recognized dental specialty sponsoring organizations and the recognized certifying boards that are regularly prepared for review by the National Commission Board of Commissioners, Ad Hoc, Review and Standing Committees are confidential unless the Board of Commissioners determines the materials warrant public distribution. The National Commission determines when, and the manner in which, newly adopted policy and informational reports will receive public distribution.

Meetings: All business conducted during the National Commission Board of Commissioners meetings including the review of policy, finances and discussions related to the recognition and/or re-recognition of the dental specialty sponsoring organizations and certifying boards is confidential and conducted in closed session. All deliberations of the Appeal Board Hearing Panel are confidential and conducted in closed session. All business conducted during Ad Hoc, Review and Standing Committee meetings, and all meetings related to National Commission operations are confidential and conducted in closed session.

Revised: 3/19, 3/20, 3/22, 4/24, 6/25 Adopted 5/18