Online Filing System

Frequently Asked Questions about the Online Filing System (OFS)

Frequently Asked Questions:

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- Filing a Clinical Activity
- Filing a Professional Activity (CEUs)
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- How to update your designated authority
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First Time User, how to sign in

Welcome to ABCP's Online Filing System

Log in
Haven't logged in before? Set your password

ABCP ID
Enter your ID

Password
Enter Password

Forgot your password?

Log In

Note: ABCP ID must be exactly the same as the ID number that ABCP has assigned to you. The leading zeroes (if any) must NOT be omitted. If you don't remember your ABCP ID, please contact the ABCP office.

- To navigate to the OFS, visit the abcp.org website. From the home page, the OFS link is on the top navy menu bar or on the home page lower right-handed button.

- When you get to the pictured log in page just below the title "Log In", click the link to "Set your password".

- Your ABCP ID is the 6 digit number assigned to you. You must use all 6 digits when signing in, even if your number starts with a zero.

- Follow the instructions on this page to get your login set up.

- The password must be at least 8 characters and include at least one number, one letter, and one of these special characters: @ $! % * # ? &

Filing a Clinical Activity
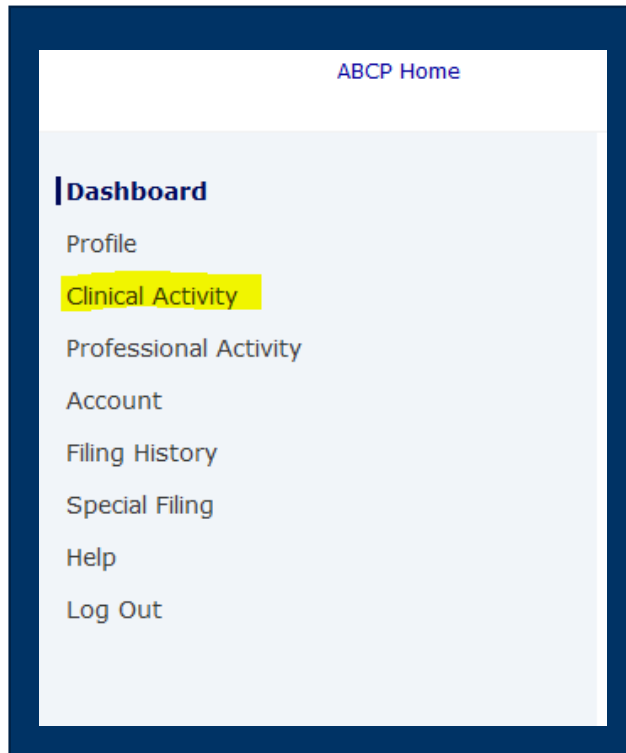
- From the Dashboard, left-hand side of OFS, select "Clinical Activity"

- Then click on the navy button "Add New"

Filing a Clinical Activity

- Then start entering the Hospital Name

- If this is a repeat Hospital with previously entered Surgeons and Designated Authority (DA) that are still current, select the Hospital using the drop down menu.

- If this is a new Hospital or the Surgeon or DA has changed, enter the information fresh and do not select the auto populated information. You can enter a new Hospital name by clicking in the box and typing in the new name.

Filing a Clinical Activity
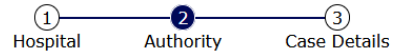
- Select the DA from the drop down. If you need to enter a new one, we suggest you go back to the Hospital List and make sure you are using a new entry (not a previously entered hospital)

- Log the type of Clinical Case

- Submit using the blue button or if entering multiple cases select the "Save & Add another"

Filing a Clinical Activity

- Clinical Activity must be logged between June 30th to July 1st of the recertification cycle each year.

- If you have questions about the number of cases you can log or a list of acceptable clinical activities, please refer to the Booklet of Information found on the ABCP.org website.

- If you need help or have questions about a certain type of case, please email the question to info@abcp.org and someone from our team will follow up.

Filing a Professional Activity (CEUs)

- From the homepage of the OFS in the menu on the left-hand side, choose "Professional Activity".

- Select the navy button to "Add New".

- Choose the Category of the CEU you wish to log.

- Fill in all boxes and submit using the "save" button.

Filing a Professional Activity (CEUs)

How to identify what Cycle you are

- Find your Cycle and due dates here in the highlighted areas.

Filing a Professional Activity (CEUs)

- CEUs should be logged from June 30th to July 1st of your 3 year cycle.

- CCPs are required to keep supporting documents reflecting the activity they report in OFS, unless otherwise noted from the ABCP Board of Directors.

- If you have questions about the amount of CEUs you can log or a list of acceptable CEUs please refer to the Booklet of Information found on the ABCP.org website.

- If you need help or have questions about a certain type of CEU please email the question to info@abcp.org and someone from our team will follow up.

Updating your contact information

Dashboard

Profile

Clinical Activity

Professional Activity

Account

Filing History

Special Filing

Help

Log Out
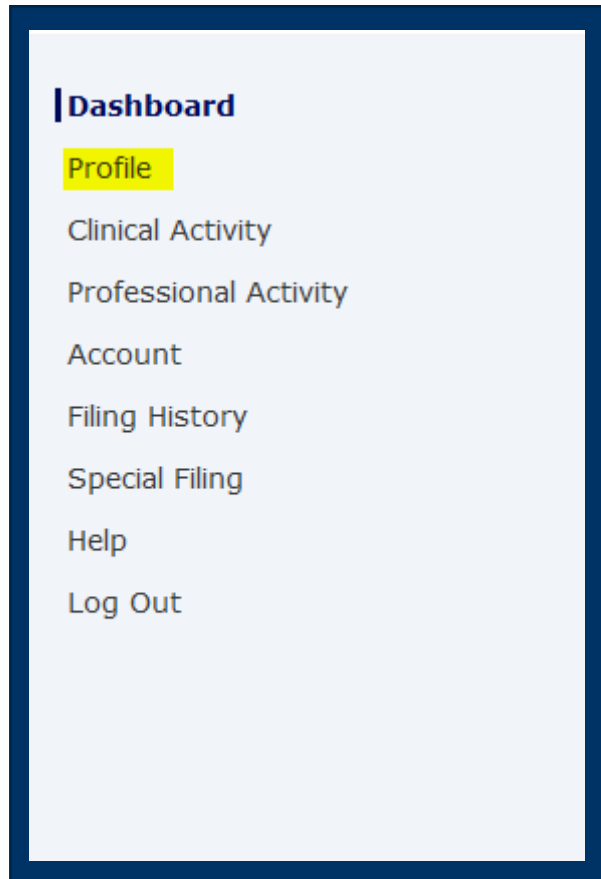
- From the Dashboard, left-hand side of OFS, select "Profile".

- Update any and all saved information.

Resetting your password
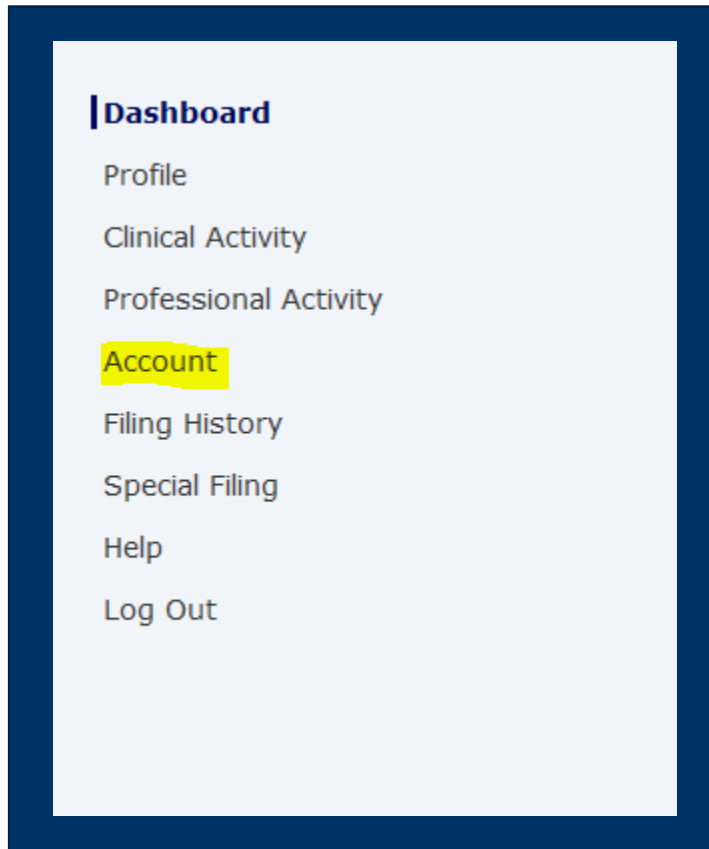
- This is NOT for first-time users.

- From the Dashboard, left-hand side of OFS, select "Account".

- Password must be at least 8 characters and include at least one number, one letter, and one of these special characters:@ $! % * # ? &

How to update your designated authority

- Currently, the OFS links the Hospital Name with the previously entered Designated Authority.

- If your DA has changed, it is a best practice to NOT choose the Hospital name from the drop down menu, but enter it new and then enter a new DA.

- The next time you file a case for the same designated authority, choose the new entry in the drop down menu.

Filing and Paying

Dashboard
ID: 1234567890

Clinical Activity	9/40 Cases	Add/Edit >

File And Pay

Professional Activity	21.0/45 CEUs	Add/Edit >

- Once this button appears, you can file and pay, and your filing will be complete.
- Logged cases can be found under "Filing History".
- After you file and pay, the system will open your record for the next year's filing.

Dashboard
ID: 1234567890

If you are looking to make your recertification payment, the "File and Pay" button will only be visible on this page when your clinical cases and professional activities (Cycle 1 only) are complete. If you feel your report is complete and you do not see the File and Pay button, please contact info@abcp.org.

Clinical Activity	10/40 Cases	Add/Edit >
Professional Activity	21.0/45 CEUs	Add/Edit >

- If you do not have the required number of clinical activity or professional activity records, you will NOT see the "File & Pay" button.

Special Filing

Pay Special Fee

Special filing is for payment for special circumstances (extension, extended leave, conditional certification, etc). If you need to pay through special filing, click here.

For standard recertification payments, go to your Dashboard and click the "File and Pay" button. The button will only be visible when your clinical cases and professional activities (Cycle 1 only) are complete.

- Pay Special Fee will take you to a page where you can pay for the following categories:
  - Extension
  - Conditional Certification
  - Late Fee
  - Extended Leave
  - Pay Special

- If you have questions about these categories, please contact the office at info@abcp.org.

- All other filing should only use "File & Pay".

Accessing Digital Documents

FirstOne's Dashboard

ID: 1234567890

View Certificate | View Letter

- We have created and linked a digital verification letter and a digital certificate to all OFS accounts.

- These documents are accessible once you log into the OFS on the Dashboard.

- Select either hyperlink to view the document.

- These are automatically updated after each recertification cycle once you click "File and Pay".

- If you are on a special status, you will need to contact the National Office for an updated verification letter.

Additional Helpful Tips

- Printing and saving a copy of your cases and CEUs is a good back up.

- Printing and saving as a PDF will allow you to save a digital copy.

- Using an email that will stay with you long-term is highly suggested.

- If you are seeing a bad date or something isn't working right, <u>do not log cases</u> and contact the office.

- Do not wait until the last minute to file your activity.