

Online Filing System

Frequently Asked Questions about the Online Filing System (OFS)

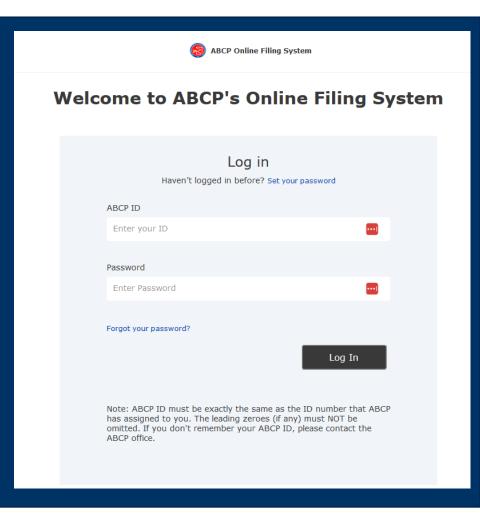
555 E. Wells Street, Suite 1000, Milwaukee WI 53202-3823 Phone: (414) 918-3008 Email: info@abcp.org

Frequently Asked Questions:



- First Time User, how to sign in
- Filing a Clinical Activity
- Filing a Professional Activity (CEUs)
 - How to identify what Cycle you are
- <u>Updating your contact information</u>
- <u>Resetting your password</u>
- How to update your designated authority
- Filing and Paying
- Special Filing
- <u>Accessing Digital Documents</u>
- Additional Helpful Tips

First Time User, how to sign in



- 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 righthanded 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 <u>these special characters</u>: @ \$! % * # ? &



ABCP Home



Dashboard	
Profile	
Clinical Activity	
Professional Activity	
Account	
Filing History	
Special Filing	
Help	
Log Out	

- From the Dashboard, left-hand side of OFS, select "Clinical Activity"
- Then click on the navy button "Add New"





- 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.

1 3 Hospital Authority Case Details

All Fields Required

Designated Authority

Please select a designated authority for the hospital. A Designated Authority is a person associated with the hospital who will review and verify your reports.

If using an existing hospital and the Designated Authority is the same, there is no need to enter additional information here.

If there is a new Designated Authority or the contact information has changed, please add it here

Authority name	
Authority X	
Authority title	
Ms.	*
Authority phone	
555-5555	••••]
Authority email	
ediwebservices+test1@gmail.com	
Back	Next

• 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)



New Clinical Case



If you need to add a new surgeon, you may type the name of the new surgeon in the dropdown menu box. When you save the case, the new surgeon's name will be added to your list of surgeons.

All Fields Required	
Case date	
iiii 03/16/2023	
Surgeon	
Dr. Smith	~
	•
Case category	
1P - Cardiopulmonary Bypass (CPB), Primary	~
Back	Submit
	Save & Add Another

- Log the type of Clinical Case
- Submit using the blue button or if entering multiple cases select the "Save & Add another"



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

Filing a Professional Activity (CEUs)



Professional Activity						Print Report	
21.0/45.00 Complete Due August 01, 2021 Of the 45 CEUs needed, at least 15 CEUs must be reported in Category I; the remaining CEUs may be reported in Category I, II, or III. If you are looking for 5 Category I CEUs, please complete the Knowledge Base Survey.							
			Add New				
			Add New				
Category J	Category II Category III						
Category 1	E Category II Category III						
	: ABCP Approved Meeting and Relate					18.00 Credits (15+ required)
Category] Category] Date		ed Activity Meeting	Remark 1	Remark 2	Total: :	18.00 Credits (CEU	15+ required)
Category I	: ABCP Approved Meeting and Relate		Remark 1 Medical College of Wisconsin	Remark 2 Test			15+ required)
Category I Date	: ABCP Approved Meeting and Relate				Title	CEU	
Category I Date	: ABCP Approved Meeting and Relate				Title	CEU	C Edit
Category I Date 03.27.2023	: ABCP Approved Meeting and Relate Activity High Fidelity Perfusion Simulation (HFPS)	Meeting	Medical College of Wisconsin	Test	Title More Test	CEU 1.00	C Edit
Category I Date 03.27.2023	: ABCP Approved Meeting and Relate Activity High Fidelity Perfusion Simulation (HFPS)	Meeting	Medical College of Wisconsin	Test	Title More Test	CEU 1.00	€ Edit 1 Remove 1 Edit

- 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

labor ABCP Online Filing Syste	em	ID: 1234567890 Cycle 1			
	Dashboard ID: 1234567890				
	on payment, the "File and Pay" button will only be to cle 1 only) are complete. If you feel your report is copp.org.				
Clinical Activity	10/40 _{Cases}	Add/Edit >			
Professional Activity	21.0/45 CEUs	Add/Edit >			
<mark>Cycle 1</mark> As a member of Cycle 1, your professional activity reports are due in <mark>2023, 2026 and 2029</mark> . Please contact us with any questions.					
Clinical and Professional activity filing <u>1st</u>	periods end on June 30th and must be sub	omitted to the ABCP by <u>August</u>			



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

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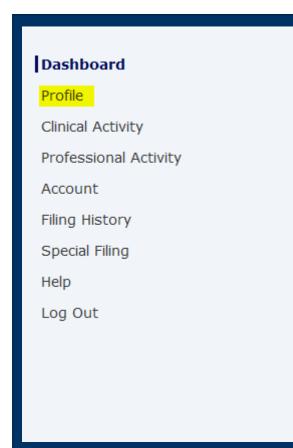
Filing a Professional Activity (CEUs)



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

Updating your contact information

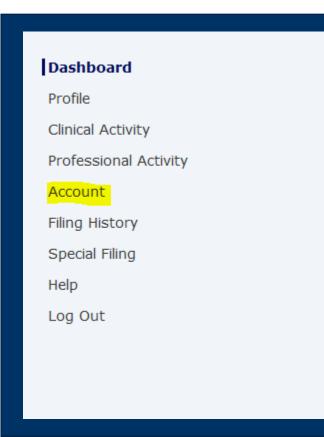




- From the Dashboard, left-hand side of OFS, select "Profile".
- Update any and all saved information.

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



(1) Hospital Authority Case Details	
All Fields Required	
Designated Authority	
Please select a designated authority for the hospital. A Designated Authority is a person associated with the your reports.	hospital who will review and verify
' If using an existing hospital and the Designated Authority is the same, there is no need to enter additional ir	nformation here.
If there is a new Designated Authority or the contact information has changed, please add it here.	
Authority name	
Authority X	
Authority title	
Ms.	*
Authority phone	
555-555-5555	•••
Authority email	
ediwebservices+test1@gmail.com	
Back	Next

- 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



- 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	
	ication payment, the "File and Pay" button will only be visit (Cycle 1 only) are complete. If you feel your report is com @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 <u>info@abcp.org</u>.
- 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.