



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](#)
- [Updating your contact information](#)
- [Resetting your password](#)
- [How to update your designated authority](#)
- [Filing and Paying](#)
- [Special Filing](#)
- [Additional Helpful Tips](#)

First Time User, how to sign in



ABC Online Filing System

Welcome to ABCP's Online Filing System

Log in

Haven't logged in before? [Set your password](#)

ABC ID

Password

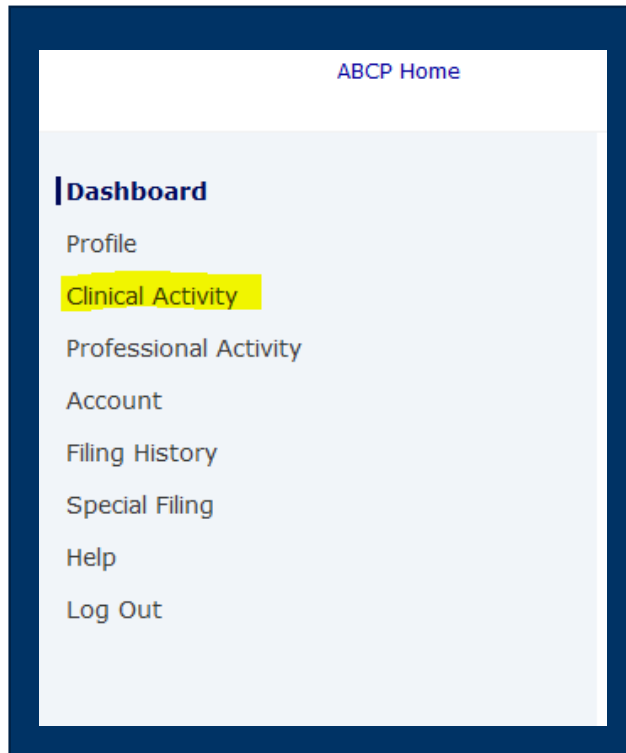
[Forgot your password?](#)

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



ABCP Online Filing System ID:

← Cancel

New Clinical Case

1 Hospital — 2 Authority — 3 Case Details

All Fields Required

To choose a hospital, select an existing hospital name from the drop down menu or simply type a new hospital name.

Hospital Name

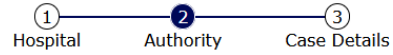
Street address

Unit, apt, suite, etc. optional

City

- 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



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

555-555-5555

Authority email

ediwebservices+test1@gmail.com

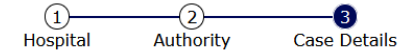
Back

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



All Fields Required

Case date

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”

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 [ABC.org](https://www.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)



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](#)

Category I Category II Category III

Category I: ABCP Approved Meeting and Related Activity Total: 18.00 Credits (15+ required)

Date	Activity	Meeting	Remark 1	Remark 2	Title	CEU	
03.27.2023	High Fidelity Perfusion Simulation (HFPS)		Medical College of Wisconsin	Test	More Test	1.00	Edit Remove
03.15.2023	Meeting Attendance	Regional Perfusion Meeting	Wisconsin Perfusion Society	Milwaukee WI	Test Event	15.00	Edit Remove
01.02.2021	Poster Presentation at Meeting	Regional Perfusion Meeting	Las Vegas, Nevada	Company Sponsored	Regional Meeting	1.00	Edit Remove

- 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



ABC Online Filing System ID: 1234567890 **Cycle 1**

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 >

Cycle 1
As a member of Cycle 1, your professional activity reports are due in **2023, 2026 and 2029**. Please contact us with any questions.

*Clinical and Professional activity filing periods end on **June 30th** and must be submitted to the ABCP by **August 1st***

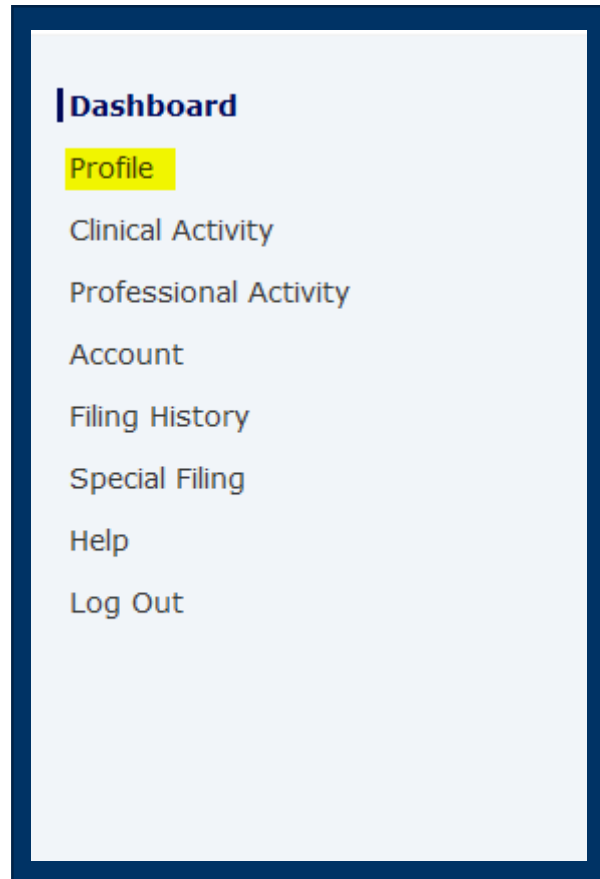
- Find your Cycle and due dates here in the highlighted areas.

Filing a Professional Activity (CEUs)



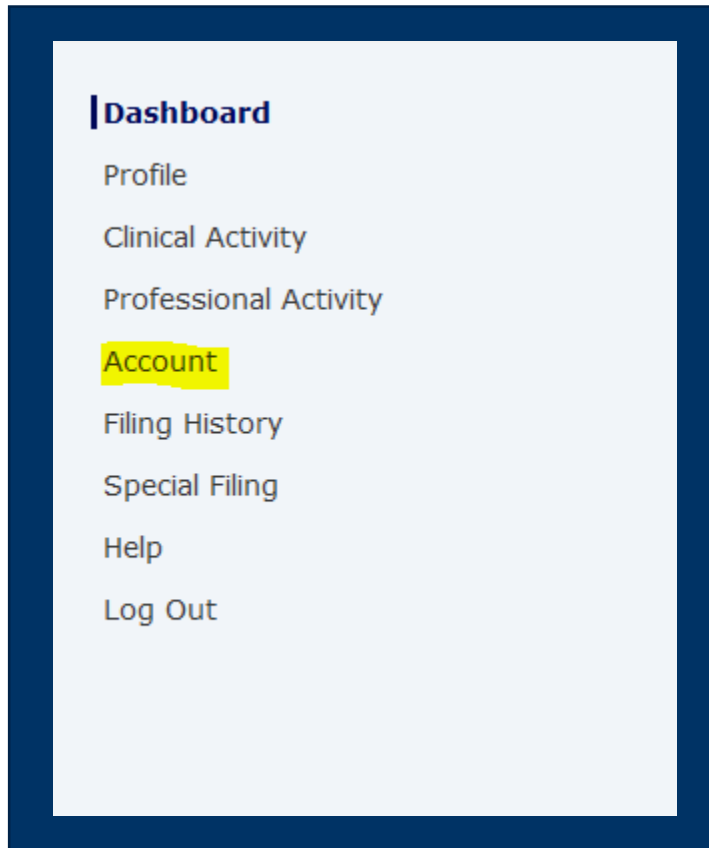
- CEUs should be logged from June 30th to July 1st of your 3 year cycle.
- CCPs are required to keep supporting documents reflecting the activity they report in OFS, unless otherwise noted from the ABCP Board of Directors.
- If you have questions about the amount of CEUs you can log or a list of acceptable 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



- 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 — ② Authority — ③ 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
555-555-5555

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



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 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".

Additional Helpful Tips



- Printing and saving a copy of your cases 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, do not log cases and contact the office.
- Do not wait until the last minute to file your activity.