

The American Board of Plastic Surgery, Inc.®

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Online Registration Cover Letter for the 2019 Hand Surgery Examination (HSE) for Recertification

Registration for the HSE for Recertification must be completed and finalized via the Board's website by
February 1, 2019.

To access the Registration form, follow these instructions:






- ⇒ Go to <http://www.abplasticsurgery.org>
- ⇒ Log in to your Physician Profile (top right of home page)*
- ⇒ Click the Hand tab
- ⇒ Access the link to the 2019 HSE Registration Form

*Your username and password, unless you have customized it, is:

-  Username = six digit Board ID # (refer to enclosed cover sheet)
-  Password = last name (this is case sensitive and first letter is capitalized – Ex: Smith)
-  You may change your username and/or password at any time on the “My Profile” page

Contact the Board Office at info@abplasticsurgery.org if you need assistance logging in to the website.

Online Registration submission requirements:

-  Finalized registration with online credit card payment of the \$500.00 Registration Fee
-  PDF files of all State/Province medical license(s) that indicate a valid expiration date
-  PDF files of all appointment/reappointment letters verifying hospital privileges
-  PDF files of all certificates or currently-dated documentation from the accrediting organization verifying the accreditation of all non-hospital affiliated surgical facilities
 - List all outpatient facilities. Certificates are not required for hospital-based surgical centers accredited by the Joint Commission but the facility must be identified on the application.**
-  PDF file of a valid photo ID (current driver's license or passport)

Internet Based Testing

As you may be aware, starting in 2018 the Hand Surgery Exam for Recertification has been changed to an Internet Based Exam. Diplomates no longer will need to make an appointment to travel to a Prometric Testing Center. Instead, the exam may be taken from home throughout the entire month of April 2019.

Web Data Solutions may be reached at support@dataharborsolutions.com or by telephone at
(312) 944-0642 (8:00 am – 5:00 pm CST) for technical support.

Mark your calendar - Important 2019 Deadline Dates

December 1, 2018: Online Registration available on ABPS Website along with registration materials.

February 1, 2019: Deadline date for finalization of the online registration form, including Registration Fee of \$500.00 submitted by credit card and all other required documents uploaded.

February 2 - 8, 2019: Late deadline period for finalization of the online registration form, including Registration Fee of \$500.00 submitted by credit card and all other required documents uploaded.

March 1, 2019: Approval Letters available on ABPS website.

March 1, 2019: Last date to withdraw with partial refund.

April 1 – 30, 2019: Hand Surgery Examination for Recertification – Internet Based Test

June 2019: Result Letters available on the ABPS website.

August 2019: Hand subspecialty certificates mailed.

Email is the primary source of communication between you and the Board. Be sure the Board has your current email address listed in your online physician profile and we suggest you check email frequently. You will be notified by email for incomplete or incorrect submission of material.

Hand Surgery Booklet of Information

Review the 2019 Hand Surgery Booklet of Information, which is posted to the ABPS Website. The booklet includes detailed instructions for completion of the Hand Surgery Examination process. Carefully read the entire Booklet of Information.

Registration Fee

Credit card payment of \$500.00 with Visa, Master Card or American Express submitted after finalization of the online application. This fee is non-refundable.

State/Province Medical Licenses *Upload as a PDF*

Upload a photocopy of your **current**, valid, full and unrestricted license to practice medicine in the State/Province where you are currently practicing, as well as any other states in which you are licensed to practice. The state medical license must be valid at the time of the April 2019 examination and indicate an expiration date. If the medical license will expire prior to the April examination, it is your responsibility to forward the renewal as soon as it is received.

Appointment/Reappointment Letters *Upload as a PDF*

Upload a copy of your appointment/reappointment letter(s) verifying your hospital privileges in plastic surgery and/or hand surgery from every hospital. All hospital appointments must be listed on your registration. Privileges held exclusively in outpatient facilities are not acceptable. **Refer to the online sample letter for details that must be included in the letters.**

Outpatient Surgical Facility Accreditation *Upload as a PDF*

List all outpatient surgical facilities at which you operate. Upload current accreditation certificates or documentation for all non-hospital outpatient surgical facilities (e.g. AAAASF, AAAHC, State or Medicare). A valid certificate or letter from the accrediting organization must be uploaded for each non-hospital based facility listed. Documentation is not required for hospital-based surgery centers accredited by the Joint Commission but the facility and accrediting organization must be identified on the application.

Letters verifying surgical privileges at outpatient facilities are not acceptable in lieu of accreditation certificates.

Peer Review Forms

Enter the name, title and email address of three peers. A secure link will be emailed to your peers to complete an evaluation for you that will be submitted electronically to the Board Office. **Peer Evaluations are due by the registration deadline.** You can check the Hand tab in your physician profile on the Board's website to verify that the Peer Evaluations have been completed or to send reminders. The status of the online forms will update automatically to complete as they are received.

At least one evaluation must be completed by the Chief of Surgery or Chief of Staff at your primary hospital where you perform the majority of your hand cases. The other two evaluations must be from two hand surgeons who are familiar with your work.

Professional Issue Questions

If you respond YES to any question in this section, you are required to provide a detailed written explanation in the text box or in a letter uploaded as a PDF file. Uploading documentation is optional if the text box is completed.

Photographic Identification *Upload as a PDF*

Upload either your **current** driver's license or valid passport for identification purposes at the test center.

Resources for Creating a PDF File

- Locate a copier that will scan to a PDF file. Many copiers, scanners and fax machines have this capability. Save the PDF's to your desktop so you can browse and upload from there.
- Scan a letter or a picture of a document (jpeg format) and copy to a Word document. Save the Word document as a PDF file. Be sure to select PDF as the file type.
- Scan a letter or picture of a document (jpeg format) and upload to www.pdfonline.com. At minimal or no charge, PDFOnline will convert the file to a PDF; or
- Last resort - go to an Office Supply store with the paper documents and for a nominal fee, they can provide the individual documents as PDF's to you that may be used to upload.

Change in Contact Information

It is imperative that you inform the Board Office immediately of any change in your mailing address and/or email. This can be done by logging in to your profile screen on the Board's website.

Process Following Approval of Application Material

Upon review and approval of all required Registration Material, you will be emailed instructions on how to download your Hand Surgery Examination Registration Approval Letter and to access the tutorial for the new testing platform.

Board Office Policies and Reminders

- Diplomates with incomplete materials will be notified by email.
- Incorrect or incomplete submissions (document uploads) may result in a Missing Items Fee.
- Registration Fees are accepted only by credit card – VISA, Master Card or American Express.

Should you have any questions after complete review of the above, you may contact the Board Office at 215-587-9322 or hand@abplasticsurgery.org.