

# The American Board of Plastic Surgery, Inc.®

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## Online Application Cover Letter for the 2021 Hand Surgery Examination (HSE) for Initial Subspecialty Certification

**The Application for HSE must be completed and finalized via the Board's website by February 1, 2021.**

To access the application material, 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 Clinical Case Log and 2021 HSE Application Form (available January 1<sup>st</sup>)

\*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

The 2021 Hand Surgery Examination for Initial Certification will be administered as a Computer Based Test (CBT) on August 3, 2021 (one day only) by appointment at various Prometric Test Centers located throughout the United States, Canada and Puerto Rico.

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.

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

**Contact the Board Office at [hand@abplasticsurgery.org](mailto:hand@abplasticsurgery.org) with any questions about the subspecialty certification process for Hand Surgery.**

## Mark your calendar - Important 2021 Deadline Dates

**December 1, 2020:** HSE Clinical Case Log and informational material available on ABPS website

**January 1, 2021:** HSE Online Application available

**January 1, 2021:** Last date to request the online application and case list compilation material for admission to the 2021 examination.

**February 1, 2021:** Deadline date for finalization of the online application and case list, including Application Fee of \$405.00 submitted by credit card and all other required documents uploaded.

**February 2 - 8, 2021:** Late deadline period for finalization of the online application including Application Fee of \$405.00 submitted by credit card and all other required documents uploaded.

**March 1, 2021:** Application Approval Letters and online HSE Registration Form available.

**April 2, 2021:** Deadline date for finalization of the online Registration Form, including Examination Fee of \$1,240.00 submitted by credit card and all other required documents uploaded.

**April 3 - 9, 2021:** Registration Forms finalized during this period will be subject to a \$250.00 Late Fee in addition to the \$1,240.00 Examination Fee.

**June 2021:** Scheduling Permits available. Candidates will schedule via Prometric Test Centers.

**July 3, 2021:** Last date to withdraw with partial refund.

**August 3, 2021:** Hand Surgery Examination for Initial Certification – Computer Based Test

**November 2021:** Result Letters available on the ABPS website.

**December 2021:** Hand subspecialty certificates mailed to diplomates.

## Hand Surgery Booklet of Information

Review the 2021 Hand Surgery Booklet of Information, 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.

## Case List Submission

Case collection is required for a **consecutive 15-month period within the two years preceding submission of the Application Material** (refer to the Clinical Case Log Manual included in the Booklet of Information). The case list must include a minimum of 125 hand cases and meet at least 5 of 9 required categories. Cases collected during hand surgery fellowship are not acceptable. The Board utilizes a web-based case collection program for the Hand Surgery Examination. Access the Clinical Case Log via the Hand tab of your physician profile on the Board's website.

You must indicate the start date of your 15-month hand case list. All hand cases entered during the 15-month time frame you specified will appear on the case list, including those hand cases entered during the Oral Exam case collection (if applicable).

Please take time to become familiar with the Clinical Case Log instructions on the website and in the Booklet of Information. These instructions are your primary source of information for using the program and inputting data.

### Online Application submission requirements

- 📎 Finalized application with online credit card payment of the \$405.00 Application Fee
- 📎 PDF files of all State/Province medical license(s) that indicate a valid expiration date
- 📎 PDF file of your Hand Surgery Fellowship Certificate or letter of completion
- 📎 PDF file of your ACGME Hand Surgery Operative Log (HSOL) from Hand Fellowship
- 📎 List of all facilities where hospital privileges are held. Documentation will be required with the Registration Form, available in March.
- 📎 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)
- 📎 Finalized Electronic Case List – hard copy not required

### Application Registration Fee

Credit card payment of \$405.00 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 August 2021 examination and indicate an expiration date. If the medical license will expire prior to the August examination, it is your responsibility to forward the renewal as soon as it is received to [hand@abplasticsurgery.org](mailto:hand@abplasticsurgery.org).

### Current Hospital Staff Appointments

List the complete names and addresses of each hospital with appointment/reappointment dates where you currently hold hospital staff privileges in plastic surgery and/or hand surgery. Privileges held only at outpatient surgical facilities are not acceptable.

**NOTE: Hospital appointment letters are not required with the application, but will be required during the Registration Form process in March.**

### 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.

## **Hand Surgery Fellowship Certificate(s) or Confirmation Letter *Upload as a PDF***

Upload a photocopy of your Hand Surgery Fellowship Certificate(s) or letter from the Program Director confirming completion of a 12-month ACGME-accredited hand fellowship.

## **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 application 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.

## **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 Application Material, you will be emailed instructions on how to download your Hand Surgery Examination Application Approval Letter and Announcement Letter. The Registration Form must be finalized by April 2, 2021.

## **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.
- Application and Examination 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](mailto:hand@abplasticsurgery.org).**