

The American Board of Plastic Surgery, Inc.®

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2017 Online Application Cover Letter for the Hand Surgery Examination (HSE) for Certification and Recertification

The Application for HSE must be completed and finalized via the Board's website by February 3, 2017.

To access the Application 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 2017 HSE Application 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 Application submission requirements:

- Finalized application with online credit card payment of the \$405.00 Application Registration Fee (a \$160.00 Late Fee will apply if finalized between February 4 - 10, 2017)
- 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 (**not required for Recertification Applicants**)
- 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 (**not required for Recertification Applicants**)

Mark your calendar - Important 2017 Deadline Dates

January 4, 2017: Last date to request the online application and case list compilation material for admission to the 2017 examination.

February 3, 2017: Deadline date for finalization of the online application, including Application Fee of \$405.00 submitted by credit card and all other required documents uploaded.

February 4-10, 2017: Applications finalized during this period will be subject to a \$160.00 Late Fee in addition to the \$405.00 Application Fee.

March 1, 2017: Application Approval Letters and online HSE Reply Form available.

March 31, 2017: Deadline date for finalization of the online Reply Form, including Examination Fee of \$1,240.00 submitted by credit card and all other required documents uploaded.

April 1-7, 2017: Reply Forms finalized during this period will be subject to a \$250.00 Late Fee in addition to the \$1,240.00 Examination Fee.

July 2017: Scheduling Permits available.

August 11, 2017: HSE withdrawal date with partial refund.

September 12, 2017: Hand Surgery Examination for Initial Certification – Computer Based Test

September 12-25, 2017: Hand Surgery Examination for Recertification – Computer Based Test

November 2017: Result Letters available on the ABPS website.

December 2017: Hand subspecialty certificates mailed from the ABPS Office.

The 2017 Hand Surgery Examination for Initial Certification will be administered as a Computer Based Test (CBT) on September 12, 2017 (one day only) and for Recertification on any one day from September 12-25, 2017 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.

Hand Surgery Booklet of Information (gray)

Enclosed is the 2017 Hand Surgery Booklet of Information. The booklet includes detailed instructions for completion of the Hand Surgery Examination process. Carefully read the entire Booklet of Information.

Cover Sheet (white)

The enclosed Cover Sheet includes your ABPS six digit Board ID #. Use the detailed instructions noted above on how to log in to the Board's website to access the online application and Clinical Case Log for the 15 month case collection (if applicable).

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. Materials finalized between February 4th up to and including February 10th require a Late Fee of \$160.00 in addition to the \$405.00 Application Registration Fee.

State/Province Medical Licenses

Upload as a PDF file

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 September 2017 examination and indicate an expiration date. If the medical license will expire prior to the September examination, it is your responsibility to forward the renewal as soon as it is received.

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 Reply Form process in March.

Outpatient Surgical Facility Accreditation

Upload as a PDF file

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

(Not required for Recertification)

Upload as a PDF file

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

Peer Review Forms submitted with the 2017 AOC-PS® Examination Application from the Chief of Staff or Chief of Surgery or other Hand Surgeons can satisfy all or part of the three Hand Application Peer Review Forms requirement.

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 file

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

Case List Submission

(Not Applicable for Recertification)

Case collection is required for a **consecutive 15-month period within the two years preceding submission of the Application Material** (refer to the enclosed Clinical Case Log Manual). Case requirements must be met in at least 5 of 9 categories which you will also list on the application. Cases collected during hand surgery fellowships are not acceptable. The Board utilizes a web-based case collection program for the Hand Surgery Examination. 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 enclosed manual. These instructions are your primary source of information for using the program and inputting data.

Access the Clinical Case Log via the Hand tab of your physician profile on the Board's website. Your username and password have been preset by the Board. Your username is your six digit Board ID number and your password is your last name with the first letter capitalized (e.g. Smith). If you customized your login information, it remains unchanged.

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 on a flashdrive that may be used to upload.

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.

Change in Mailing Address and/or Email

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, Announcement Letter and Reply Form.

Board Office Policies and Reminders

- The Board Office is unable to verify receipt or completeness of materials by telephone. 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.