AMERICAN BOARD OF UROLOGY
2023 CERTIFICATION EXAMINATION PROCESS
INSTRUCTIONS FOR ELECTRONIC LOG SUBMISSION

Please read all instructions carefully before preparing the log. Logs which do not <u>exactly</u> conform to the specified format will be returned for correction. Failure to comply with the required format may impact eligibility to sit for the examination. Prior, careful review of the log data is imperative. A signed verification statement attesting to this review and complete/true data accuracy must accompany the submitted log. Following reviewby ABU Trustees, logs found to contain errors or omissions will incur a $500 re-processing fee.

2023 PRACTICE LOG TEMPLATE: https://bit.ly/2023Part2

Step-by-step instructions are attached. Please submit <u>only one</u> Microsoft Excel workbook (.xls or .xlsx), with a separate worksheet for each applicable practice location. Do <u>not</u> separate adult and pediatric cases; do <u>not</u> provide a summary.

Candidates lacking capability to export billing system data have three options:
1) Manually create Excel worksheets in the required format per the attached instructions
2) Manually type the data in the required format into a plain text file that is tab delimited
3) Contract the Board office to data enter the log for a $500 fee. Deadline for this option is June 15. Call the Board office for further details.

Note: if portions of a practice do not use AMA codes, contact the Board office for instructions.

HIPAA COMPLIANCE: Each <u>patient</u> must have a <u>unique identifier</u>. This entry can contain numbers and/or letters. The identifier should be something that <u>only the physician</u> can use to locate a specific patient, in the event the Board has questions. In order to comply with HIPAA regulations, this identifier cannot be a name or social security number. Log inquiries are common; therefore, it is imperative to privately maintain an accurate list of corresponding identifiers to patients which is easily accessible.

The time frame of the log is physician-selected and must be a 6 consecutive month period (160 – 180 days) between April 1, 2021 and August 31, 2022. The log must contain data from **all** applicable practice locations for the **same** six-month reporting period**.** <u>Do not submit a log in excess of 180 days</u>**.**

The log data must include **all** office visits, procedures and **anything** for which patients were billed**.** Everything billed under the physician's name in this period, whether performed by the physician or physician health care extenders (to include: nurse practitioners, physician assistants, or other auxiliary health care professionals) must be included.

All logs are **due September 1.** <u>Early log submissions are encouraged</u>**.**   After September 1, logs will be accepted until September 15 with a $750 late fee. Logs received after September 15 <u>will not</u> be accepted. <u>It is highly recommended that a copy of the submitted log be retained</u> in the event modifications are needed or the Board has an inquiry.

Logs must be submitted in the **exact format** pictured in # 8 of these instructions. Before submitting the log, ensure it meets all specified criteria. or it will be returned to you for correction**.**

You may submit the completed log to the Board office via the online portal**.**

The Practice Breakdown, Complications Narratives, and Practice Log Verification Statement must also be completed via the online portal by **September 1.**

If, after thorough review of the attached instructions, there are questions, please contact the ABU for assistance. The Board office is staffed Monday – Friday 8:00 a.m. to 4:00 p.m. EST.

MANDATORY FORMAT FOR ELECTRONIC PRACTICE LOG SUBMISSION

The ABU requires that the specified Excel template be used for electronic practice log submission. The log data comprises all office visits, procedures, and anything else for which patients were billed. The time frame is physician-selected and must be a 6 consecutive month period between April 1, 2021 and August 31, 2022 for which data must be exported from the billing system of each practice location. Most types of billing software have this export functionality. For guidance, it may be necessary to consult the particular software vendor. The Board office cannot assist in this endeavor.

Practice log data must be submitted in a single workbook comprised of worksheets for multiple or single locations, according to billing system. Either are acceptable.

Step-by-Step Log Creation Instructions:

1. **Export the data**. Choose the option that allows for the export of the data listed below. The instructions that follow are for a .csv format or comma-delimited format. *(Specific required formatting is shown in #8, below.)*

		Export As:	
Column A	Case #	Text	Unique Identifier, up to 20 alpha-numeric characters
Column B	Patient Age	Text	Number between 0 and 125
Column C	Gender	Text	Patient's gender (M, F, or U (if uncertain))
Column D	Date of Service	Date	Date of office visit or procedure (*mm/*dd/yyyy)
Column E	ICD-9 or ICD-10	**Text**	Primary ICD-9 or ICD-10 code (include decimals where applicable)
Column F	PROCEDURE	Text	A single CPT code, E&M code or HCPCS code
Columns G-		**Text**	Additional ICD-9/ICD-10 codes, one to a column, not required

   Please use the following template: https://bit.ly/2023Part2

2. **Save this data as a Microsoft Excel (.xls or .xlsx) workbook (all Excel files are called workbooks). Name the workbook "certlog.#####" (inserting the five digit ABU number, ie: certlog.15361). The ABU number is noted on the cover letter of invitation to apply.**

   The practice log generated from the billing system will now be visible in Excel as a worksheet and should look like the example below. Be careful to not change any data values.

	A	B	C	D	E	F	G
1	99293	70 M		9/4/2020	198.1	52332	
2	99293	70 M		9/4/2020	198.1	99213	
3	99298	66 M		9/4/2020	599.72	52005	
4	99300	68 M		9/4/2020	188.8	52204	591
5	99389	67 M		9/11/2020	591	52332	
6	99390	67 M		9/11/2020	592.1	50081	
7	99388	62 M		9/11/2020	607.84	54405	
8	99387	75 M		9/11/2020	188.4	52234	
9	99479	50 M		9/18/2020	185	55866	592
10	99481	56 F		9/18/2020	187.4	54120	
11	99480	45 M		9/18/2020	592	52332	
12	99482	65 M		9/18/2020	188.8	52204	
13	99581	72 M		9/25/2020	592.1	52332	
14	99598	73 M		9/25/2020	188.2	52234	
15	99724	58 M		10/9/2020	189	50543	

3. **Format the columns.** All columns, except for date, should be formatted as "text".

4. **Insert 7 rows at the top of the worksheet (Use the template provided in #1 above).** When the appropriate log template is downloaded, the critical data headers are pre-filled.

5. **Complete Column A, Rows 1-7 by typing the entries shown below in # 8.**

6. **Complete the remaining header information as follows:**

   a. **In Column B, Row 1, insert only the five-digit ABU Number** [not AUA number].

   b. **In Column B, Row 2, insert the Last Name <u>only</u> (Omitting M.D., III, Jr., etc.)**

   c. **In Column B, Row 3, insert Practice Type.** <u>Please make a single selection from the following, keeping spelling and all-capital formatting exactly as listed. No other values are acceptable.</u>

- **ANDROLOGY**
- **GENERAL**
- **ENDOUROLOGY**
- **FEMALE**
- **INFERTILITY**
- **ONCOLOGY**
- **PEDIATRIC**
- **UROLITHIASIS**

   d. **In Column B, Row 4, insert Location Name**. This is the name of the facility at which office visits or procedures were conducted. Each location name <u>must be unique for each setting</u> (ie: St. Mary's Hospital, St. Mary's Ambulatory Surgery, St. Mary's Clinic, Urology Associates of Rochester, etc.)

   e. **In Column B, Row 5, insert Clinical Setting**. Please choose **one** of the following which best describes the setting at which the office visit or procedure was conducted. <u>No other choices are acceptable</u>. If the actual clinical setting differs, select the one most closely related.

- **OFFICE**
- **HOSPITAL**
- **AMBULATORY CARE CENTER**

   f. **In Column B, Row 6, insert class <u>exactly</u> as follows**: CERT 2023

7. <u>**Case data must begin in Row 8. The data columns of each worksheet must follow this exact order (See #8):**</u>.

   a. **Column A: Case #**. Each <u>patient</u> must have a <u>unique identifier</u>. This entry can contain numbers and/or letters. The identifier should be something that <u>only the physician</u> can use to locate a specific patient, in the event the Boardhas questions. In order to comply with HIPAA regulations, this identifier cannot be a name or social security number.Log inquiries are common; therefore, it is imperative to privately maintain an accurate list of corresponding identifiersto patients which is easily accessible.

   b. **Column B: Patient Age**. Only a single **numeric** value can be entered. Absolutely no letters can be entered. Do <u>not</u> enter the date of birth. If a formula is used to calculate patient age, the formula must be removed from the cells. If a patient is < 1 year (i.e. 6 months), please choose a value of either 0 or 1.

- <u>**NO FORMULAS**</u> should be present anywhere in the submitted practice log. To eliminate any formulas used, 'Copy' the column, then 'Paste Special' selecting 'Value' as the paste option. This will paste only the Value of the formula; NOT the formula itself.

- **MACTINOSH USERS PLEASE NOTE**: If formulas are used to determine age at date of service, please be aware that Microsoft Excel for Macintosh uses a different 'Date System' than Microsoft Excel for Windows. If using a Mac worksheet, copy the formula(s) into a Microsoft worksheet for Windows. Otherwise, the patient's age will be different by 4 years and 1 day IF YOU HAVE NOT already 'PASTED' the 'VALUES' ONLY AS described above. Refer to: http://support.microsoft.com/kb/180162 for complete date system modification instructions relevant to these ABU practice log data requirements.

   c. **Column C: Patient Gender**. The only valid entries are M, F, or U (for Unknown, if gender is uncertain).

   d. **Column D: Date of Service**. <u>The cells in this column must be formatted as "date" in mm/dd/yyyy format.</u> (Leading zeroes to increase month and day to two-digits are not necessary.) The dates on all worksheets <u>must fall within the</u>

same consecutive 6-month period within the acceptable date range specified at the top of these instructions. <u>Do not include more than 6 months of data.</u> **Sort each worksheet by date in ascending order.**

e. **Column E: ICD-9/ICD-10 (Diagnosis) Code**. The data in this column must be formatted as "**<u>text</u>**." Put the primary diagnosis code in this column. The decimal point must be included. Be sure any required leading zeroes are visible, as in the 078.11 ICD-9 code or the record will be rejected. <u>Only the primary diagnosis is required.</u> (Though not reviewed, any <u>additional diagnosis codes provided must be separately placed, in columns G, H, I</u>, etc., -- only one code per column). See examples in #8, Rows 11 and 16.

f. **Column F: CPT (Procedure) Code, E&M (Evaluation and Management) Code or HCPCS Level II Code.** All cells in this column must be formatted as "text". **<u>Only one code per cell is allowed</u>**. Each code must be listed on a separate row. Modifiers are not required. If a modifier is included, it must be formatted as follows: CPT code, no space, hyphen, no space, and then the modifier (for example: 53420-77).

<u>When a single patient has multiple simultaneous services, the code of each service must appear on a separate row.</u> In such cases, all cells in the second and subsequent rows will be the same, but with a different Column F code. See examples in #8, Rows 8-9.

8. **Compare your worksheets to the one below. Each of the final worksheets must have the following format:**

	A	B	C	D	E	F	G
1	ABU ID #	15337	<== NOT your AUA membership number				
2	Last Name only	Woodson					
3	UROLOGY Practice Type	GENERAL					
4	Location Name (Limit 40 char.)	University of Virginia		Use a separate worksheet (TAB @ bottom) for each location.			
5	Setting	HOSPITAL		Before submitting your log, DELETE any unused worksheets.			
6	Class	CERT 2021					
7	Case Number *READ comment !* LIMIT: 20 Char. REQUIRED	Patient Age on Date of Service Enter a number only. Do NOT enter any text such as 'day', 'mos.' or 'yrs.' REQUIRED (one per cell)	Gender enter 'F', 'M' or 'U' ONLY REQUIRED (one per cell)	Date of Service enter 'mm/dd/yyyy' REQUIRED (one per cell)	PRIMARY Diagnosis Code ICD-9 or ICD-10 REQUIRED (one per cell)	Procedure - CPT, E&M, HCPCS code REQUIRED (one per cell)	Add'l Diagnoses ICD-9 - or - ICD-10 (optional) MAY be left blank
8	99293	70	M	9/4/2019	198.1	52332	
9	99293	70	M	9/4/2019	198.1	99213	
10	99298	66	M	9/4/2019	599.72	52005	
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13	99390	67	M	9/11/2019	592.1	50081	
14	99388	62	M	9/11/2019	607.84	54405	
15	99387	75	M	9/11/2019	188.4	52234	
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19	99482	65	M	9/18/2019	188.8	52204	
20	99581	72	M	9/25/2019	592.1	52332	
21	99598	73	M	9/25/2019	188.2	52234	
22	99724	58	M	10/9/2019	189	50543	

9. **Additional information**:

a. **The heading information in Rows 1-7 is required on each worksheet.** This heading should only be at the top of each worksheet. Do <u>not</u> put it at the top of each computer 'screen view'.

b. **The data in Columns A through F must appear exactly as specified above.** If log data does not conform, it will be returned for re-formatting. If the billing data gives other columns or rows, delete them. Do not hide rows or columns to make the log superficially look like the format above - the processing software used by the ABU will see the hidden columns, reject the log, and it will be returned for correction.

c. **All cells in Columns A through F, beginning in Row 8, must contain data.** Logs will not load into the software for processing if there are blank data cells in these columns, and those logs will be returned for correction.

d. **Sort each worksheet in ascending date order**.

e. **Do not list any items that are not billed** such as cancelled appointments, "no shows", requests for medical records, meetings with attorneys, etc. Delete each of these rows before submitting the log.

f. **Delete any blank worksheets in the workbook.** A blank worksheet will cause the log to be rejected by the software.

g. **Name the practice log** certlog.##### <= where ##### is the five-digit ABU ID. Example certlog.12345

   h. **Log files must be submitted as a Microsoft Excel workbook (.xls or .xlsx).** **NO other formats are acceptable**. Do <u>not</u> mail a paper copy of your log. Please use the current template

10. **Submit the log to the Board ONLY after verifying that all criteria have been met.**

   To submit via the online portal, please go to: www.abu.org and click Diplomate Portal. Then, enter USER ID and PASSWORD to upload the practice log.

   Log review occurs in the fall, after which applicable log inquiries are sent by email to the address on file.