

ABNS POST[®]

CANDIDATE GUIDE

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PURPOSE:

The purpose of the document is to provide step by step instructions to Candidates on how to navigate through the Candidate Portal.

CANDIDATE PORTAL URL:

<https://abns-post.ihp.iqvia.com/candidate/>

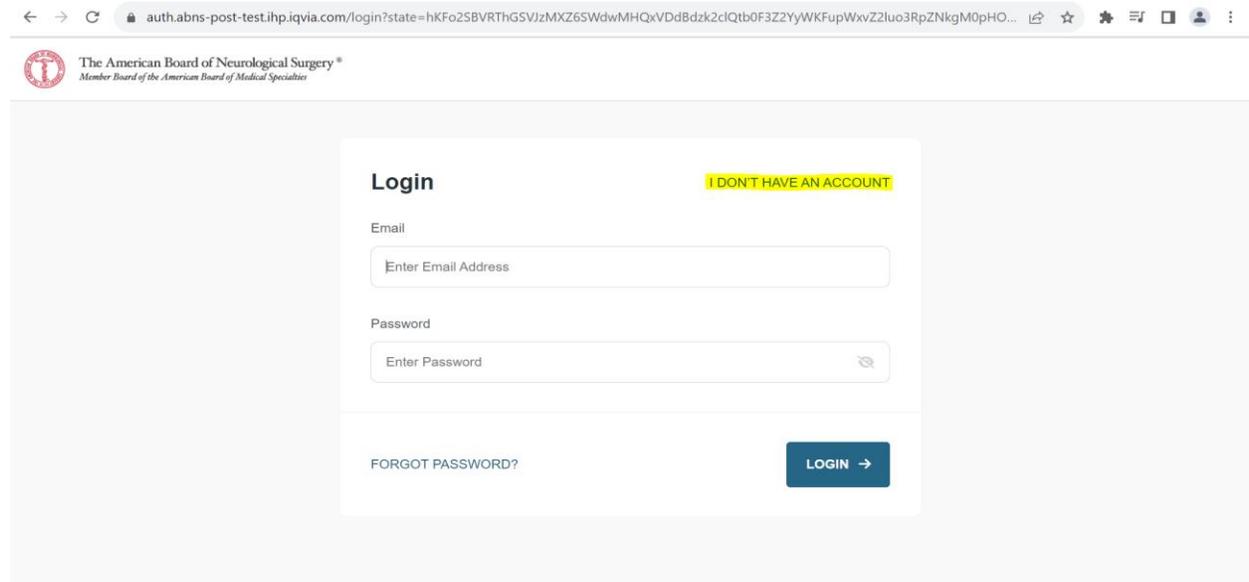
CANDIDATE USER GUIDE:

Sign-In Process:

If you are a new user, sign-up to the application using the below steps:

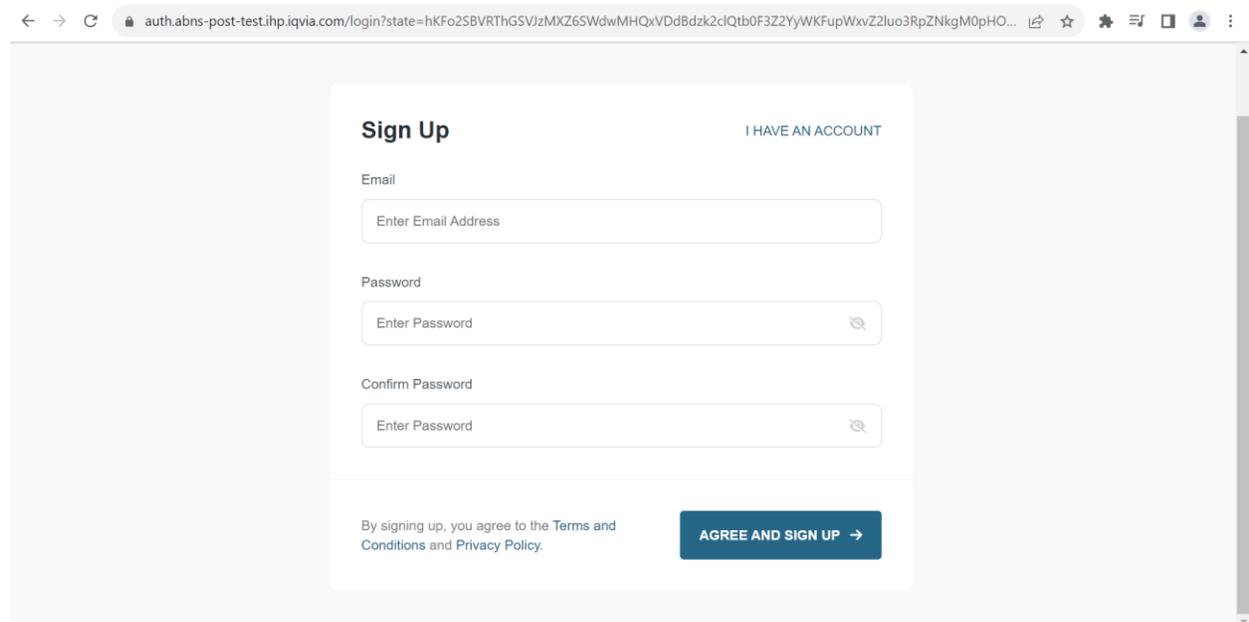
Navigate to the [CANDIDATE PORTAL URL](#)

Click on ***I DON'T HAVE AN ACCOUNT.***



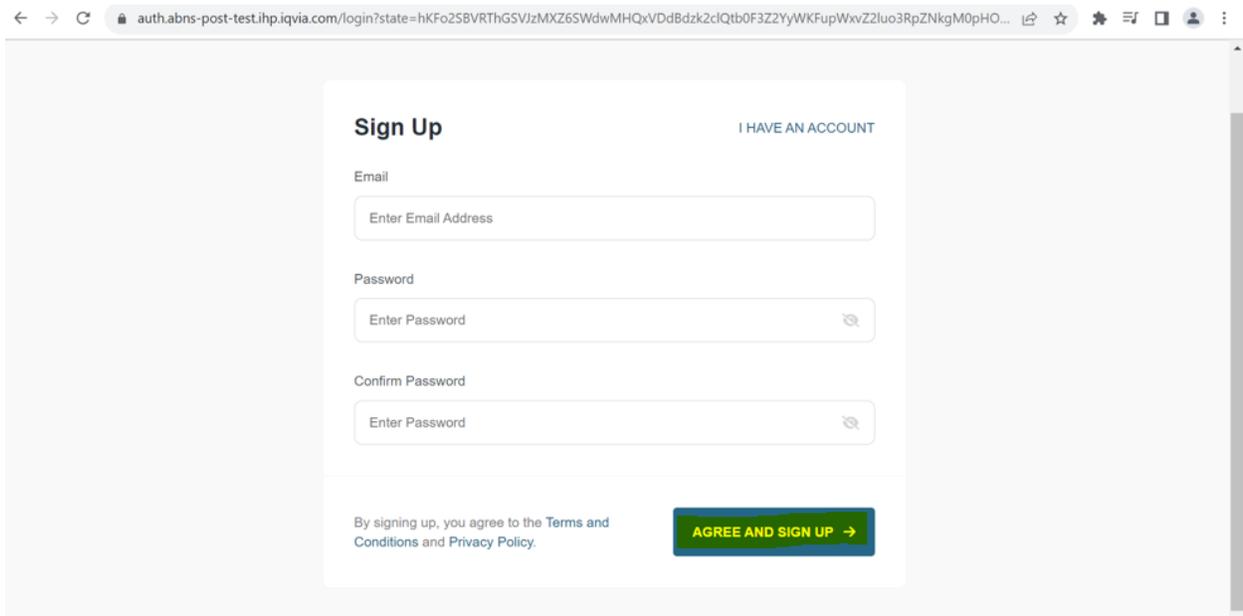
The screenshot shows a web browser window with the URL `auth.abns-post-test.ihp.iqvia.com/login?state=hKFo25BVRThGSVJzMXZ65WdwMHQxVDd8dzk2clQt0F3Z2YyWKFupWxvZ2luo3RpZNkgM0pHO...`. The page header includes the logo of The American Board of Neurological Surgery and the text "Member Board of the American Board of Medical Specialties". The main content area features a "Login" form with a yellow button labeled "I DON'T HAVE AN ACCOUNT". The form contains two input fields: "Email" with the placeholder "Enter Email Address" and "Password" with the placeholder "Enter Password" and a toggle icon. Below the fields are a link for "FORGOT PASSWORD?" and a blue "LOGIN →" button.

Candidates will be redirected to the **Sign Up** screen.



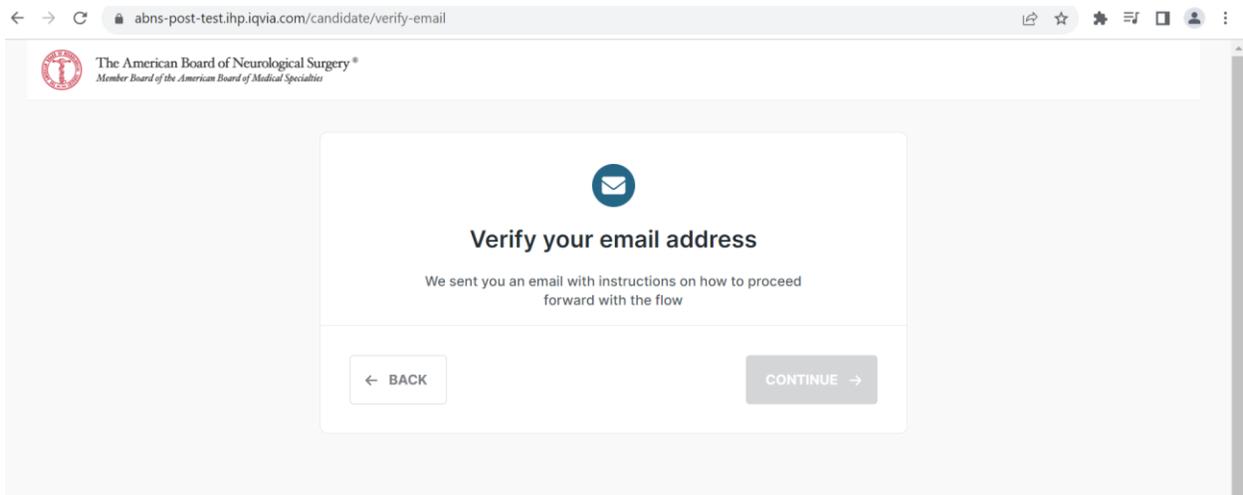
The screenshot shows the same web browser window, but the page has redirected to the "Sign Up" screen. The URL remains the same. The page header is identical. The main content area features a "Sign Up" form with a blue button labeled "I HAVE AN ACCOUNT". The form contains three input fields: "Email" with the placeholder "Enter Email Address", "Password" with the placeholder "Enter Password" and a toggle icon, and "Confirm Password" with the placeholder "Enter Password" and a toggle icon. Below the fields is a link for "By signing up, you agree to the Terms and Conditions and Privacy Policy." and a blue "AGREE AND SIGN UP →" button.

Fill in all the details, using a valid email address. Then click on the **AGREE AND SIGN UP** button.



The screenshot shows a web browser window with the URL `auth.abns-post-test.ihp.iqvia.com/login?state=hKFo25BVRThGSVJzMXZ6SWdwMHCxVDd8dzk2cQtb0F3Z2YyWKFupWvxZ2luo3RpZNkgM0pHO...`. The page is titled "Sign Up" and includes a link for "I HAVE AN ACCOUNT". The form contains three input fields: "Email" (with placeholder "Enter Email Address"), "Password" (with placeholder "Enter Password" and a visibility icon), and "Confirm Password" (with placeholder "Enter Password" and a visibility icon). Below the form, there is a disclaimer: "By signing up, you agree to the Terms and Conditions and Privacy Policy." and a prominent green button labeled "AGREE AND SIGN UP →".

The email verification page appears, and candidates will receive a verification email to the email address provided during the sign-up process.



The screenshot shows a web browser window with the URL `abns-post-test.ihp.iqvia.com/candidate/verify-email`. The page header includes the logo and name of "The American Board of Neurological Surgery®" and "Member Board of the American Board of Medical Specialties". The main content area features a blue envelope icon, the heading "Verify your email address", and the text "We sent you an email with instructions on how to proceed forward with the flow". At the bottom, there are two buttons: "← BACK" and "CONTINUE →".

Go to the email account's inbox to check the verification email.

Verify your email

 no-reply@abns-post-test.ihp.iqvia.com
To: priyanka.naik+candidate@iqvia.com

 This sender no-reply@abns-post-test.ihp.iqvia.com is from outside your organization.

[Reply](#) [Reply All](#) [Forward](#)  

Mon 11/20/2023 3:06 PM

Hi,

Thank you for signing up for an ABNS POST account. Please verify your email address by clicking the link below:

[Verify_email](#)

Thank you

The American Board of Neurological Surgery®
(507) 322-0400
abnspost@abns.org
abns@abns.org
2766 Commerce Drive NW, Suite B, Rochester, MN 55901
v20.2



Click on the **verify email** link to verify your email.

Verify your email

 no-reply@abns-post-test.ihp.iqvia.com
To: priyanka.naik+candidate@iqvia.com

 This sender no-reply@abns-post-test.ihp.iqvia.com is from outside your organization.

[Reply](#) [Reply All](#) [Forward](#)  

Mon 11/20/2023 3:06 PM

Hi,

Thank you for signing up for an ABNS POST account. Please verify your email address by clicking the link below:

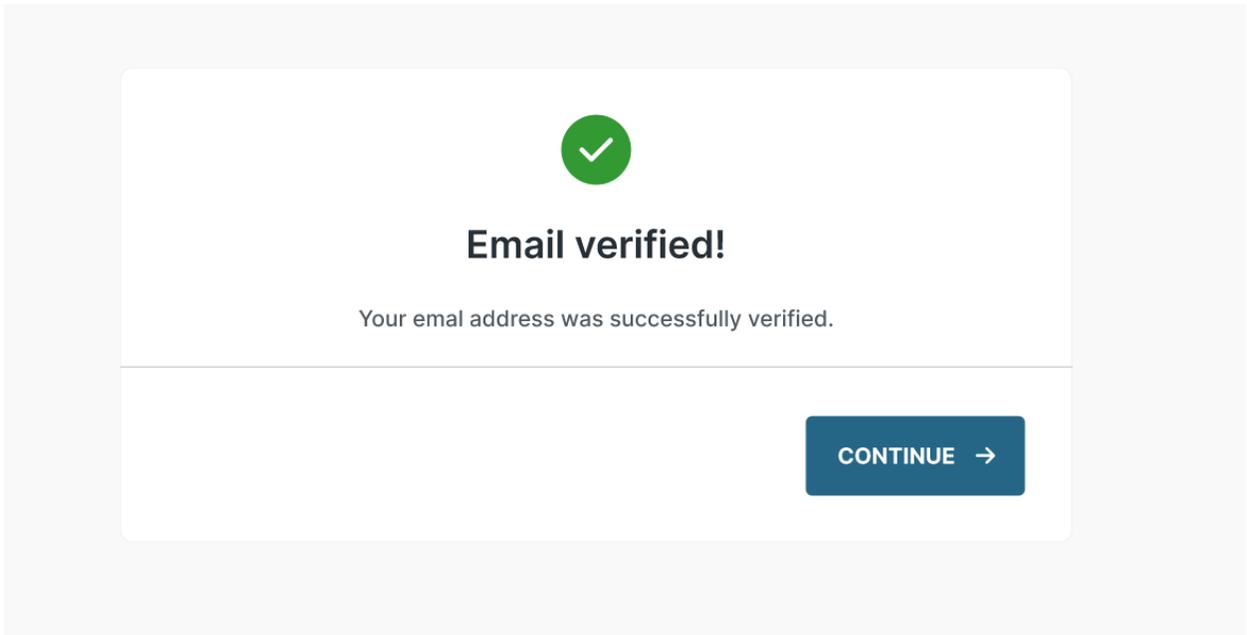
[Verify_email](#)

Thank you

The American Board of Neurological Surgery®
(507) 322-0400
abnspost@abns.org
abns@abns.org
2766 Commerce Drive NW, Suite B, Rochester, MN 55901
v20.2



Once the email verification is complete, the below screen will be displayed and candidates will be able to login to the application using the email and password provided during the sign-up process.

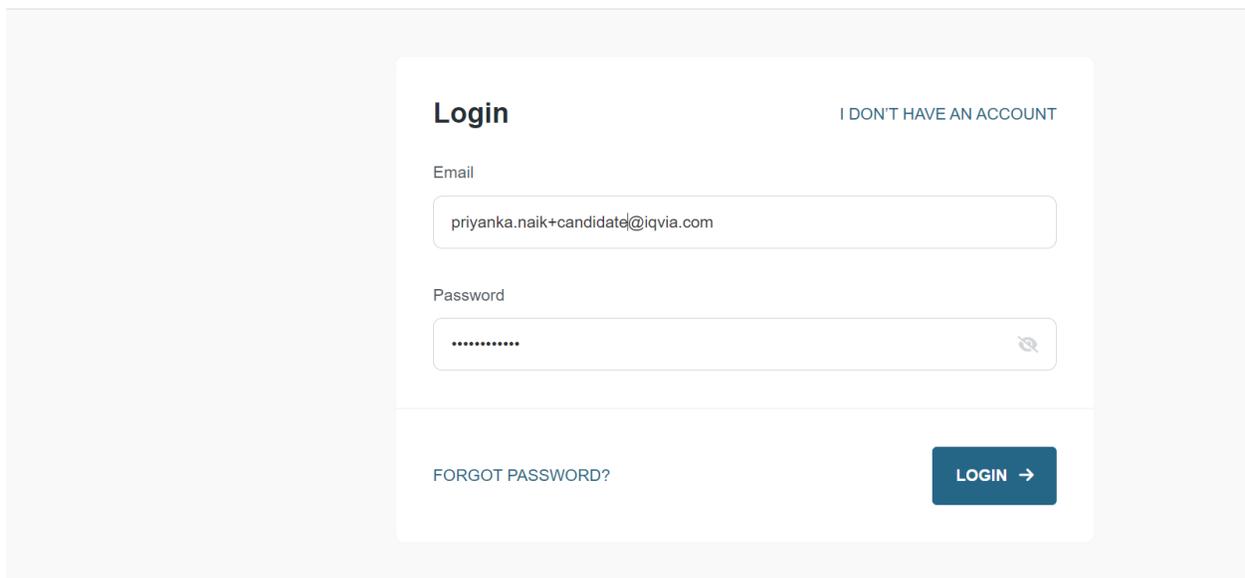


On-boarding Process:

Login to the application using the email and password provided during the sign-up process.



The American Board of Neurological Surgery®
Member Board of the American Board of Medical Specialties



After Login, the below onboarding form will be displayed. Fill in all the details and sign the **Business Associate Agreement** in Step 3, shown below.

abns-post-test.ihp.iqvia.com/candidate/onboarding

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Member Board of the American Board of Medical Specialties

LOG OUT

1 — 2 — 3 — 4

Request Post Access Practice Details Business Associate Agreement Finish Setup

First Name *

Middle Name

Last Name *

Gender

Your Answer

Race

Select Race

BUSINESS ASSOCIATE AGREEMENT SIGNING PROCESS

Click on the **Business Associate Agreement (BAA)** hyperlink.

abns-post-test.ihp.iqvia.com/candidate/onboarding

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Member Board of the American Board of Medical Specialties

LOG OUT

✓ — ✓ — 3 — 4

Request Post Access Practice Details Business Associate Agreement Finish Setup

Please review the business associate agreement linked below and indicate if you agree or decline.

You must click the link and review the BAA in order to proceed.

[Business Associate Agreement](#)

NEXT →

The BAA opens in Editor (DocuSign) for signature. Click the **CONTINUE** button.

Please Review & Act on These Documents



 ABNS (User Profile Full Name)
e-Consent

Please review the documents below. CONTINUE OTHER ACTIONS

SURGERY, INC., with an address at 2766 Commerce Drive NW, Suite B, Rochester, MN 55901 ("Business Associate"), and [Fname Mname Lname] with an address at [AHN Grove City] ("Covered Entity") (each a "Party" and collectively the "Parties").

Covered Entity has submitted a written application and related materials (which may be updated and/or supplemented from time to time) to Business Associate, in order to be considered by Business Associate for initial certification in neurological surgery (the "Initial Certification Application"). If Covered Entity becomes certified by Business Associate, Covered Entity thereafter will submit a written application and related materials (which will be updated and/or supplemented from time to time) to Business Associate in order to comply with Business Associate's Maintenance of Certification Program (the "MOC Application"). The Initial Certification Application and the MOC Application are hereafter referred to collectively as the "Application." The Parties have agreed that Business Associate will (a) evaluate Covered Entity's credentials, professionalism, professional experience and related matters as set forth in the Application; and (b) review files related to certain of the Covered Entity's surgical (and, in some instances, non-surgical) cases, which have been and will in the future be submitted to Business Associate by Covered Entity as part of the Application, to determine whether to grant a certification in neurological surgery to Covered Entity, and thereafter, to determine whether Covered Entity meets the requirements for continued certification pursuant to Covered Entity's Maintenance of Certification

DocuSign Change Language - English (US) | Copyright © 2023 DocuSign Inc. | V2R

Read the document. Scroll down to sign the document.

demo.docuSign.net/Signing/?inSession=1&ti=88f1f2485f0c4ca0b76561fab5b502d1

Select the sign field to create and add your signature. FINISH OTHER ACTIONS

the laws of the State of Minnesota (excluding its choice of law rules).

6.6 Counterparts This B.A. Agreement may be executed in counterparts, each of which will constitute an original and all of which will be one and the same document.

IN WITNESS WHEREOF, each of the undersigned has caused this B.A. Agreement to be duly executed in its name and on its behalf effective as of the Effective Date.

<u>BUSINESS ASSOCIATE</u>	<u>COVERED ENTITY</u>
AMERICAN BOARD OF NEUROLOGICAL SURGERY, INC.	
By: _____	By: Required - Sign Here - signature_1 Sign _____
Print Name: _____	Print Name: Fname Mname Lname
Print Title: _____	Print Title: DO
Date: _____	Date: 11/22/2023 04:32:32 EST

SIGN

DocuSign Change Language - English (US) | Copyright © 2023 DocuSign Inc. | V2R

Select the signature based on your preference. Click on **ADOPT AND SIGN**.

Select the sign field to create and add your signature. **FINISH** OTHER ACTIONS

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Initials*

Fname Mname Lname FML

SELECT STYLE DRAW UPLOAD

PREVIEW [Change Style](#)

DocuSigned by:  

0500D2F4A7204B2...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts.

ADOPT AND SIGN CANCEL

DocuSign Change Language - English (US) | Copyright © 2023 DocuSign Inc., V2R

Click the **FINISH** button.

Done! Select Finish to send the completed document. **FINISH** OTHER ACTIONS

the laws of the State of Minnesota (excluding its choice of law rules).

6.6 Counterparts This B.A. Agreement may be executed in counterparts, each of which will constitute an original and all of which will be one and the same document.

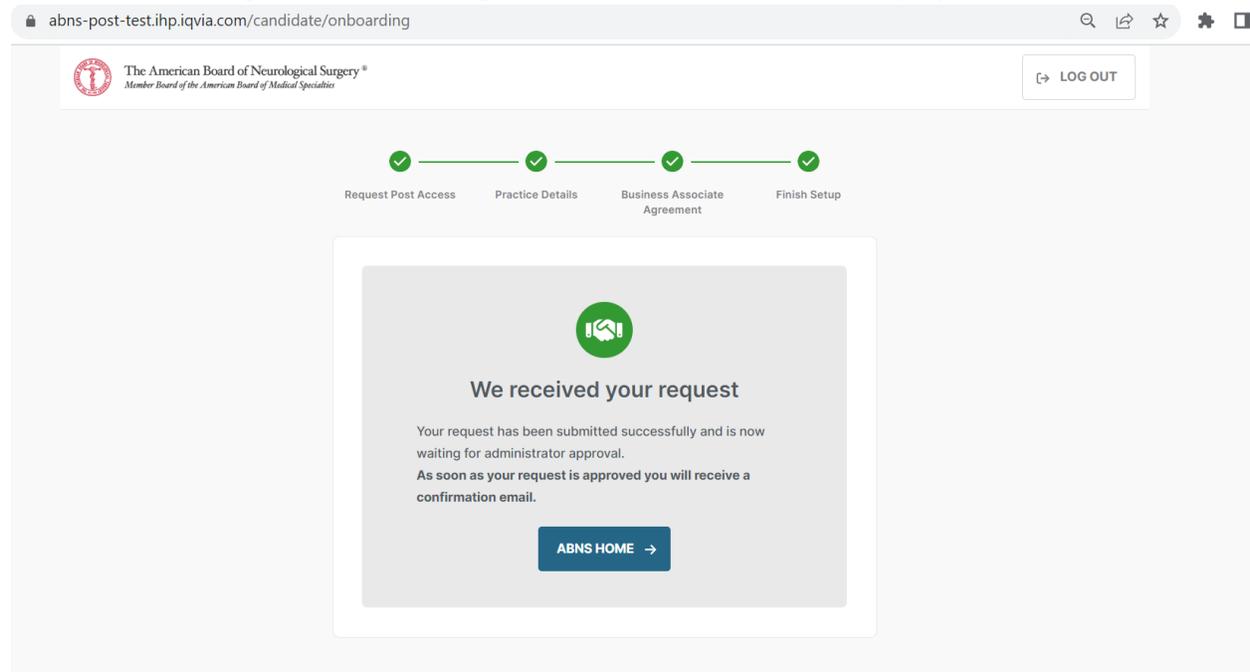
IN WITNESS WHEREOF, each of the undersigned has caused this B.A. Agreement to be duly executed in its name and on its behalf effective as of the Effective Date.

BUSINESS ASSOCIATE	COVERED ENTITY
AMERICAN BOARD OF NEUROLOGICAL SURGERY, INC.	
By: _____	By: 
Print Name: _____	Print Name: Fname Mname Lname
Print Title: _____	Print Title: DO
Date: _____	Date: 11/22/2023 04:32:32 EST

Ready to Finish? **FINISH**

You've completed the required fields. Review your work, then select FINISH.

After the BAA is signed, the following confirmation screen will be displayed:



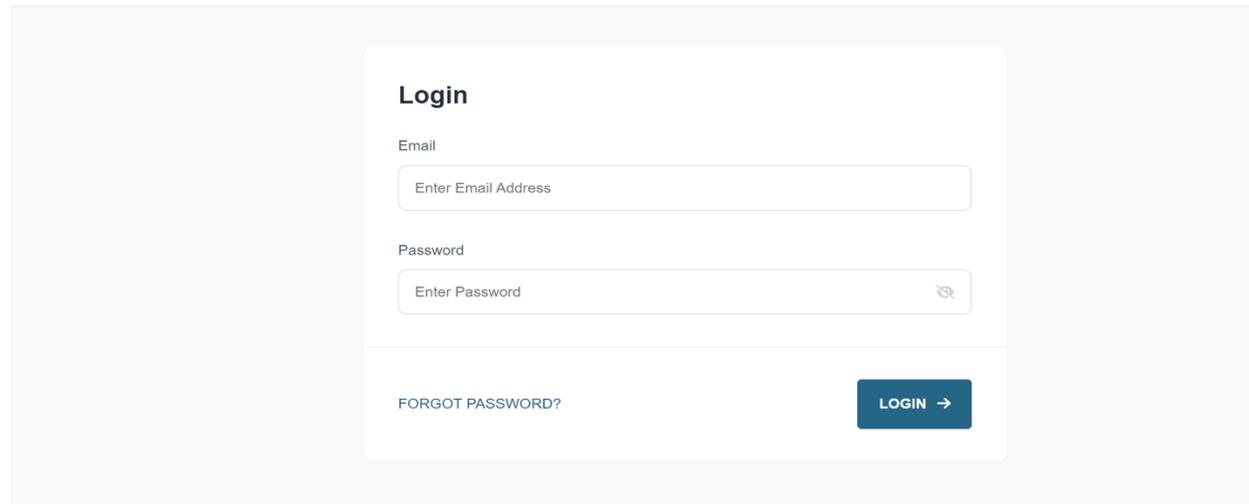
On completion of the onboarding process, a request goes to an administrator for approval.

Administrators have the authority to approve candidate access to the Portal.

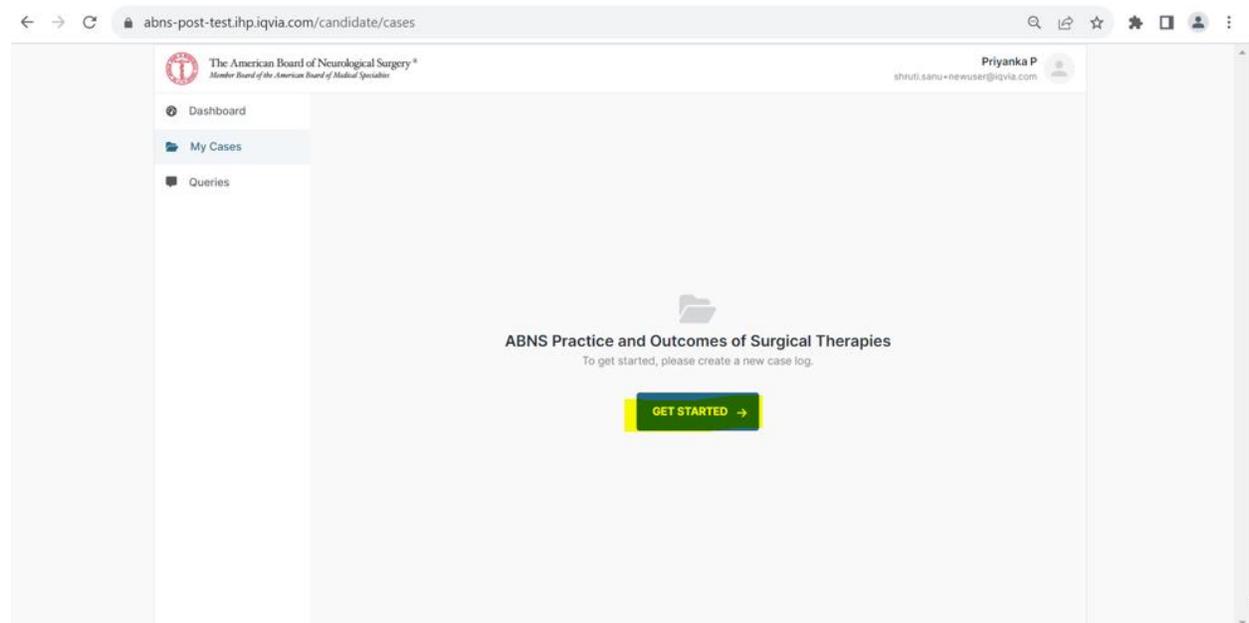
After the candidate is approved by an administrator, the candidate will be able to login and begin entering their case log data.

Creation of CASE LOGS:

Login to the [CANDIDATE PORTAL](#).

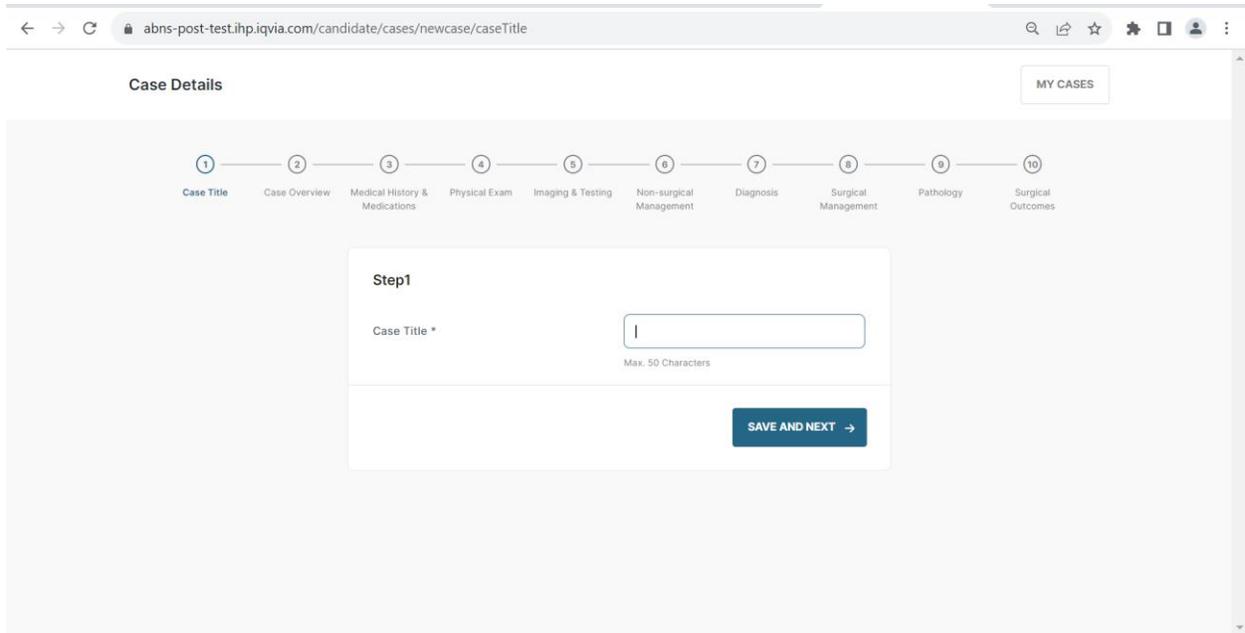


Once logged in, click on **GET STARTED**.

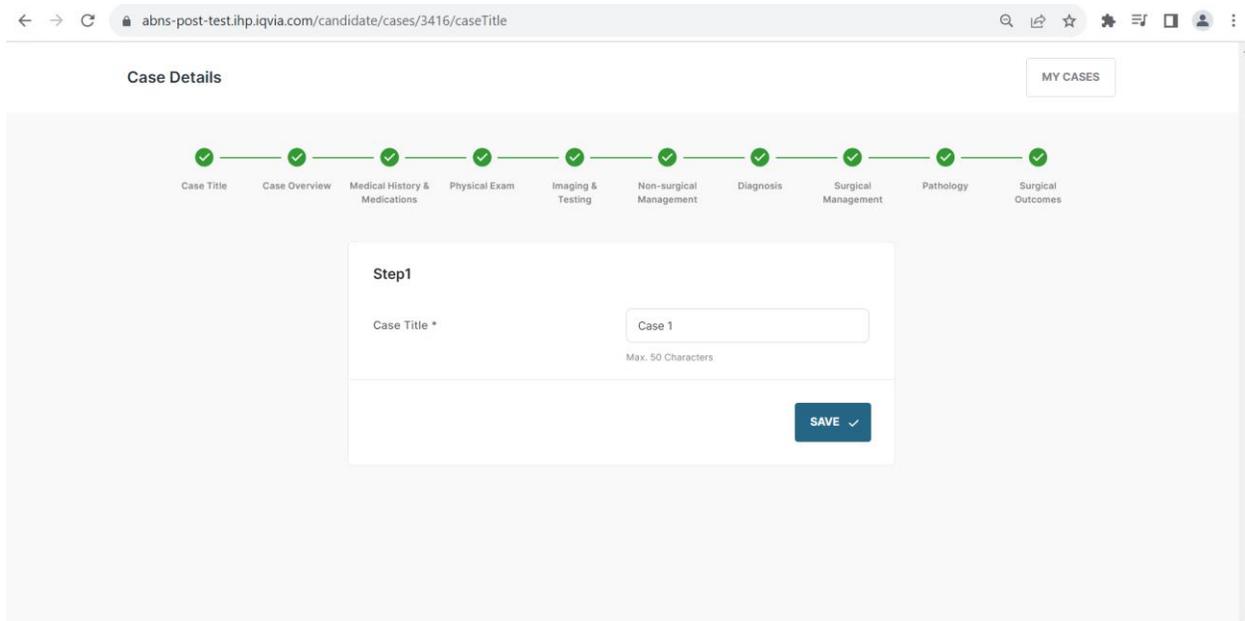


Candidates will be redirected to the **Case Details** form. Fill in all the case details from Steps 1 through 10.

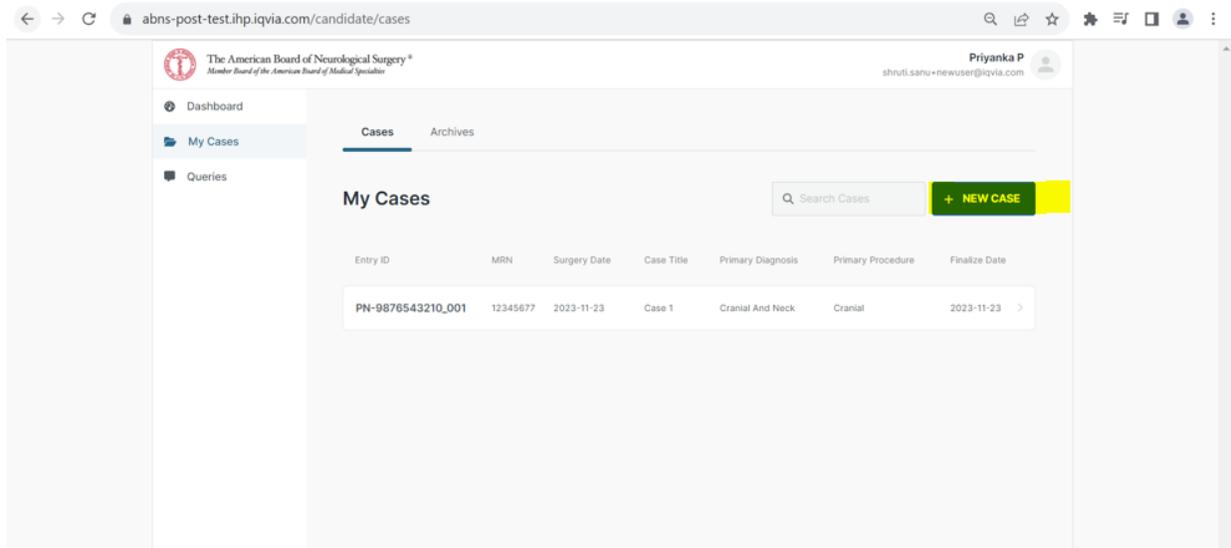
For the **Case Title**, include a brief description of the procedure and diagnosis.



As each step is completed, a green tick will appear to indicate data entry has been completed (candidates may choose to revisit completed steps to adjust the entered data, if desired):



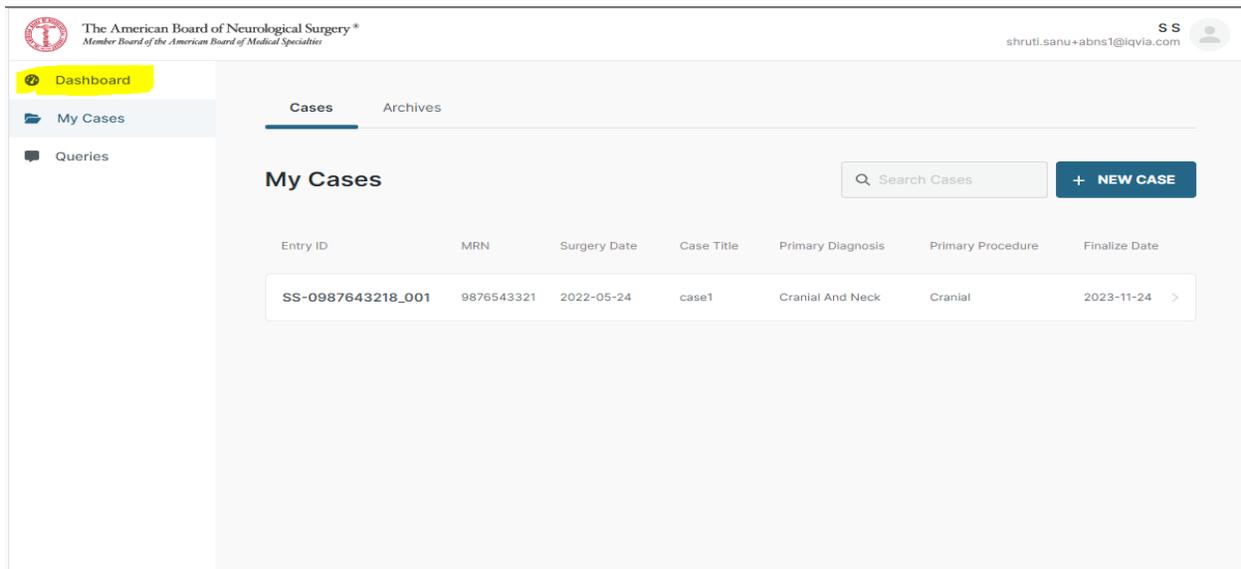
After the Case is completed & saved, it will appear as shown below. To enter more case details, the candidate will have to click on the **NEW CASE** button shown below:



Once all the cases are entered by the candidate, the case log must be submitted for review.

[Send Cases for Review](#)

Navigate to the **Dashboard** tab, available at the left side of the Portal, to submit a case log for review:



If there are any errors present in the case log, then the **SUBMIT** button will remain disabled.



Dashboard

My Cases

Queries

Submission Type:

Submission Validation Report

SUBMIT

HOSPITAL VERIFICATION FORM



1 / 1

Progress towards required number of cases

0

Required adult

0

Required pediatric

Earliest Surgery Date Allowed: 2021 / 12 / 01

First Known Surgery Date: 2022 / 10 / 01

Last Known Surgery Date: 2022 / 10 / 01

Submission Timeline: 1 Month

Timeout Timeline: 14 Months

VALIDATE CASELOG

Total Cases	1	...
Total Unique Cases	1	...
Total Unfinished Cases	0	...
Total Adult Cases	1	...
Total Pediatric Cases	0	...
Practice Details Passed Validation	Yes	...

To enable the submit button, candidates need to resolve all the errors in the case log. Errors can be viewed using the **VALIDATE CASE LOG** button:

The American Board of Neurological Surgery*
Member Board of the American Board of Medical Specialties

SS
shruti.sanu+abns@iqvia.com

Dashboard

My Cases

Queries

Submission Type: **Submission Validation Report**



1 / 1
Progress towards required number of cases

0 Required adult 0 Required pediatric

Earliest Surgery Date Allowed: 2021 / 12 / 01
 First Known Surgery Date: 2022 / 10 / 01
 Last Known Surgery Date: 2022 / 10 / 01
 Submission Timeline: 1 Month
 Timeout Timeline: 14 Months

Total Cases	1	...
Total Unique Cases	1	...
Total Unfinished Cases	0	...
Total Adult Cases	1	...
Total Pediatric Cases	0	...
Practice Details Passed Validation	Yes	...

Clicking on **VALIDATE CASE LOG** lists relevant errors:

abns-post-test.ihp.iqvia.com/candidate/dashboard

The American Board of Neurological Surgery*
Member Board of the American Board of Medical Specialties

SS
shruti.sanu+abns@iqvia.com

Dashboard

My Cases

Queries

Submission Type: **Submission Validation Report**

Case Validation Report [X]

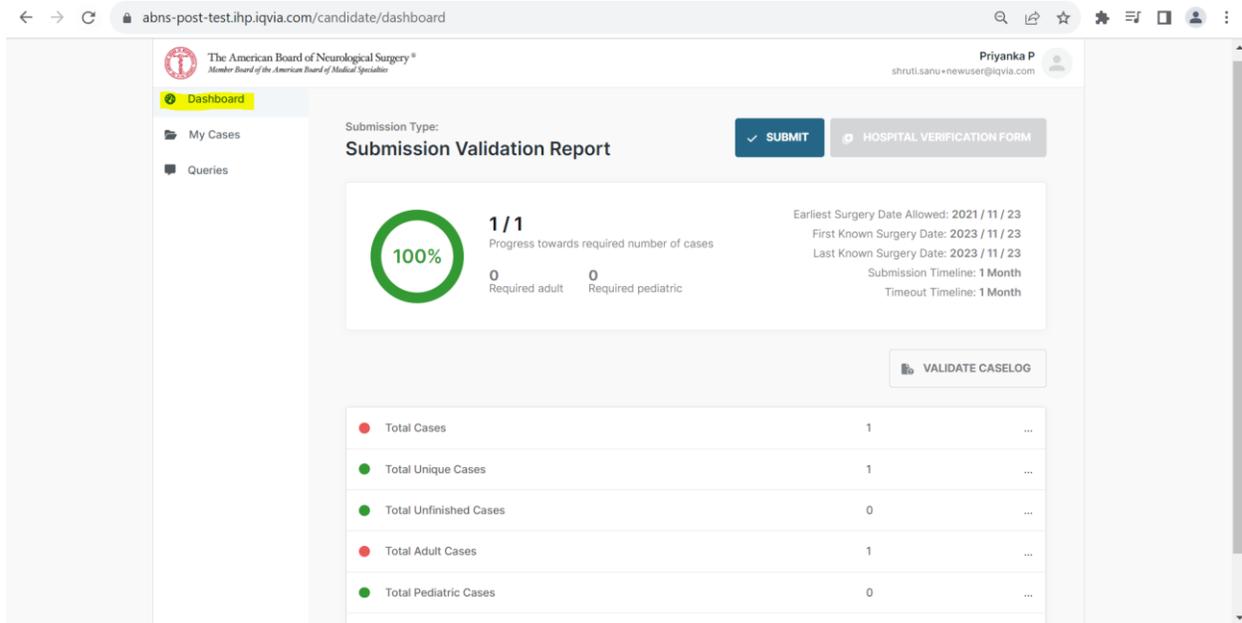
Your case submission has 1 errors that need to be addressed.

List of errors:

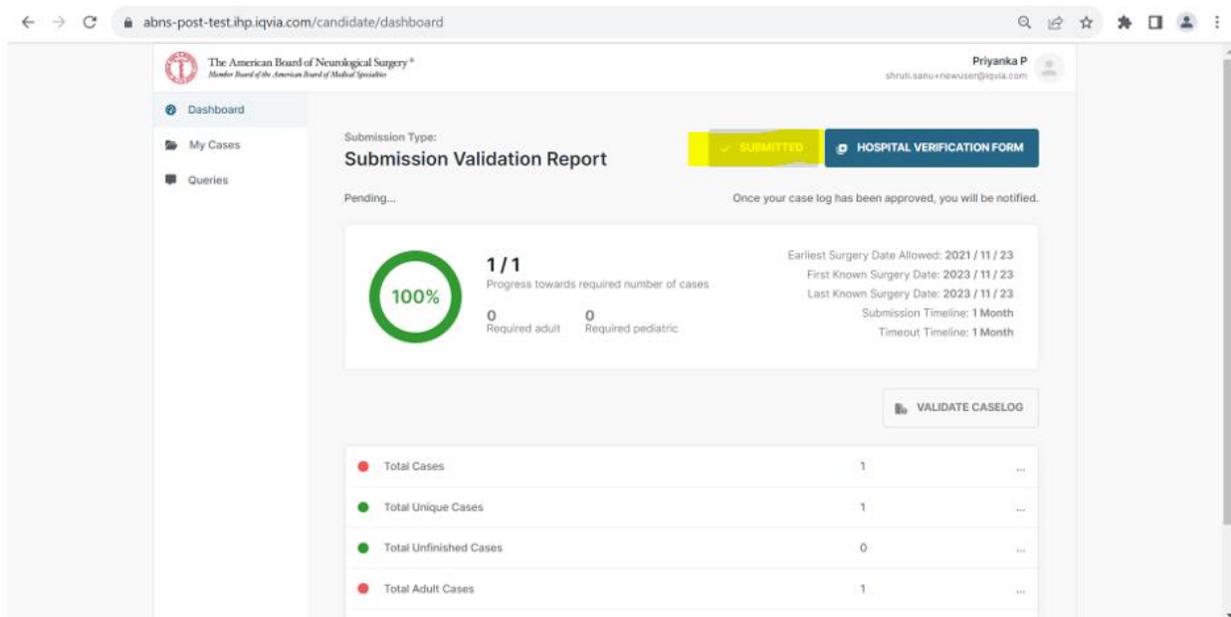
Case ID	Step	Error Type
SS-0987654321_001	Case Overview	Cases during residency or fellowships should not be included

Total Cases	1	...
Total Unique Cases	1	...
Total Unfinished Cases	0	...
Total Adult Cases	1	...
Total Pediatric Cases	0	...

Once all errors are resolved, the **SUBMIT** button will be enabled for candidates to submit the case log for review.



After submission, the SUBMIT button gets updated to **SUBMITTED**, as shown in the screen below:



A notification email is sent to an Administrator to let them know a new case log is available to assign to a Reviewer. The candidate also receives a notification confirming the submission.

Candidate Notification:

ABNS POST case log review-10 Case Submission

no-reply <no-reply@abns-post-test.ihp.iqvia.com>
To: Priyanka Naik
Cc: ABNS Post

Reply Reply All Forward Thu 11/23/2023 4:06 PM

This sender no-reply@abns-post-test.ihp.iqvia.com is from outside your organization.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear Dr. Priyanka Naik,

Your case log has been successfully submitted to the ABNS for review.

We encourage you to continue to collect case data. If the case log is approved, access to continue to log cases will be available. Entry should be consecutive from the 10 submitted (115 required) or you may elect to start over (125 required).

Information about applying for board certification can be found by clicking [HERE](#)

or

Click [here](#) to go directly to the application.

Thank you.

[Get latest news from ABNS!](#)

HOSPITAL VERIFICATION FORM

After the case log is submitted for review, a **HOSPITAL VERIFICATION FORM** button is Enabled.

The screenshot shows a web browser window with the URL abns-post-test.ihp.iqvia.com/candidate/dashboard. The page header includes the logo for 'The American Board of Neurological Surgery' and the user's name 'Priyanka P'. The main content area is titled 'Submission Validation Report' and shows a 'SUBMITTED' status with a 'HOSPITAL VERIFICATION FORM' button. A progress indicator shows '1/1' cases submitted, with a 100% completion rate. A table below lists case statistics:

Total Cases	1	...
Total Unique Cases	1	...
Total Unfinished Cases	0	...
Total Adult Cases	1	...

Clicking on **HOSPITAL VERIFICATION FORM** displays the screen below. Here, candidates can download and upload the HVF.

The American Board of Neurological Surgery*
Member Board of the American Board of Medical Specialties

Priyanka P
shruti.sanu+newuser@iqvia.com

Dashboard

My Cases

Queries

← Back to Dashboard

Hospital Verification Form

For each medical center in your case log, you can download the hospital verification form and upload the countersigned document.

DOWNLOAD HVF UPLOAD DOCUMENT

download report   Upload

CASE LOG ARCHIVAL:

Candidates may want to archive one of the cases in their case log, to remove it from the active cases. First, click on the case that needs to be archived from the My Cases list:

The American Board of Neurological Surgery*
Member Board of the American Board of Medical Specialties

S S
shruti.sanu+abns1@iqvia.com

Dashboard

My Cases

Queries

Cases Archives

My Cases

 + NEW CASE

Entry ID	MRN	Surgery Date	Case Title	Primary Diagnosis	Primary Procedure	Finalize Date
SS-0987643218_001	9876543321	2022-05-24	case1	Cranial And Neck	Cranial	2023-11-24 >

Click on the MENU button, then select the **Archive Case** option to archive the case.

The screenshot shows the user interface for 'My Cases'. The left sidebar contains 'Dashboard', 'My Cases', and 'Queries'. The main content area shows the case ID 'SS-0987643218_001' and a 'Back to My Cases' link. A menu is open over the 'EDIT CASE' button, with 'Archive Case' highlighted. Patient information is displayed below the tabs: Last Name: a, First Name: v, Date of Birth: 1887-11-24, Gender: Male, Race: Native Hawaiian or Other Pacific Islander. Other details include Patient MRN: 9876543321, Surgery Date: 2022-05-24, and Manage Previous Surgery: no.

This screenshot shows the same 'My Cases' page as above, but with a confirmation dialog box overlaid. The dialog box contains the text: 'Are you sure you want to archive this case?' followed by 'You can unarchive this case later.' At the bottom of the dialog are two buttons: 'ARCHIVE' (with a checkmark icon) and 'Cancel'. The background page is dimmed.

Once the case is archived, the case gets changed to read-only status and the **EDIT CASE** option gets disabled:

The American Board of Neurological Surgery*
Member Board of the American Board of Medical Specialties

shrutl.sanu+abns1@iqvia.com S S

Dashboard
My Cases
Queries

← Back to My Cases

SS-0987643218_001 ⋮ **EDIT CASE**

Last Name: a
First Name: v
Date of Birth: 1887-11-24
Gender: Male
Race: Native Hawaiian or Other Pacific Islander

Zip Code: 98342
Site of Service: ACMH Hospital
Case Title: case1
Surgery Date: 2022-05-24
Manage Previous Surgery: no

Case Overview | Medical History & Medications | Physical Exam | Imaging & Testing | Non-surgical Management | Diagnosis >

Patient Information

Last Name
a

First Name
v

Patient MRN
9876543321

Date of Birth
1887-11-24

Gender
Male

The case is also moved to the **Archives** list:

The American Board of Neurological Surgery*
Member Board of the American Board of Medical Specialties

shrutl.sanu+abns1@iqvia.com S S

Dashboard
My Cases
Queries

Cases **Archives**

Archived Cases

An archived case is a personal draft that will NOT include in the review submission.

Entry ID ^	MRN	Surgery Date	Case Title	Primary Diagnosis	Primary Procedure	Finalize Date
SS-0987643218_001	9876543321	2022-05-24	case1	Cranial And Neck	Cranial	2023-11-24 >

If a candidate wants to perform any data changes on the archived case, they will have to first unarchive the case.

[Unarchiving a Case Log](#)

Go to Archived Cases under the **Archives** section in the My Cases tab:

The screenshot shows the 'Archived Cases' section of the My Cases tab. The header includes the American Board of Neurological Surgery logo and the user's name 'shruti.sanu+abns1@iqvia.com'. The left sidebar has 'My Cases' selected. The main content area has 'Archives' selected, and a search bar labeled 'Search Cases'. A blue informational box states: 'An archived case is a personal draft that will NOT include in the review submission.' Below this is a table of archived cases:

Entry ID ^	MRN	Surgery Date	Case Title	Primary Diagnosis	Primary Procedure	Finalize Date
SS-0987643218_001	9876543321	2022-05-24	case1	Cranial And Neck	Cranial	2023-11-24 >

Click on the archived case and click on MENU. The **Unarchive Case** option will appear:

The screenshot shows the details for case SS-0987643218_001. The header includes the American Board of Neurological Surgery logo and the user's name 'shruti.sanu+abns1@iqvia.com'. The left sidebar has 'My Cases' selected. The main content area has 'Back to My Cases' and the case ID 'SS-0987643218_001'. A menu is open over the case ID, showing options: 'EDIT CASE' and 'Unarchive Case'. Patient information is displayed below:

Last Name: a
First Name: v
Date of Birth: 1887-11-24
Gender: Male
Race: Native Hawaiian or Other Pacific Islander

98342
ospital
case1
Surgery Date: 2022-05-24
Manage Previous Surgery: no

Case Overview | Medical History & Medications | Physical Exam | Imaging & Testing | Non-surgical Management | Diagnosis >

Patient Information

Last Name
a

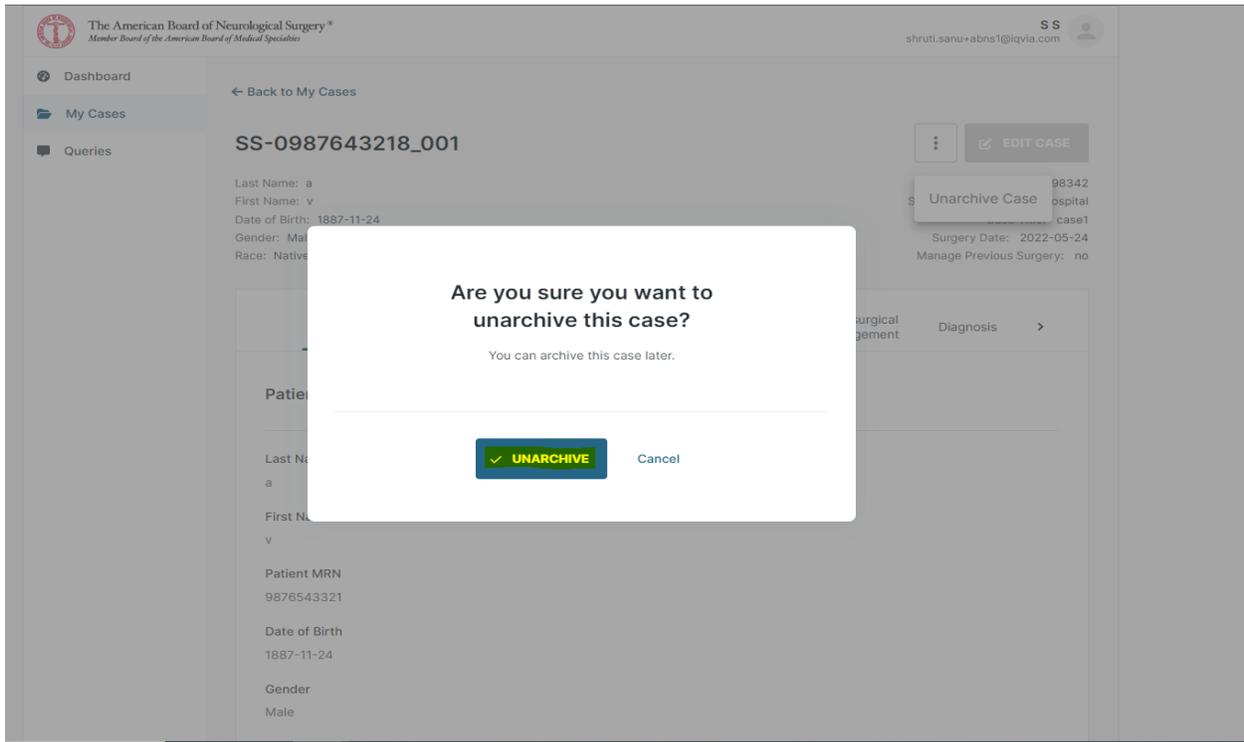
First Name
v

Patient MRN
9876543321

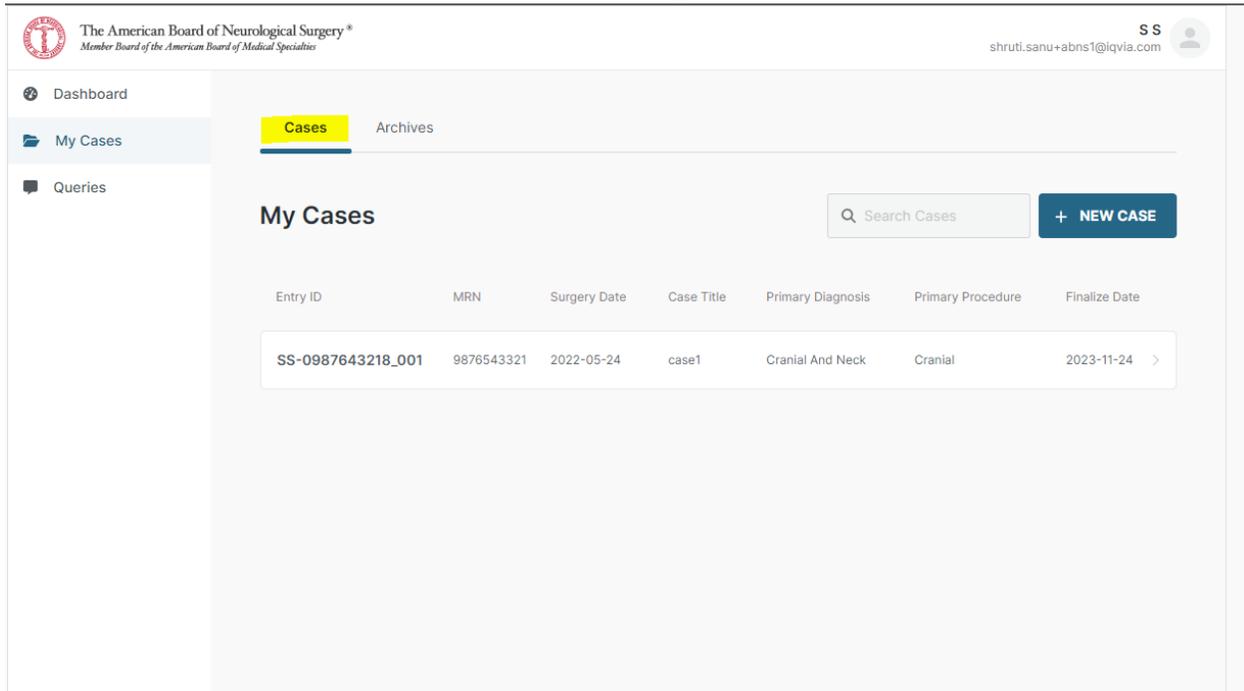
Date of Birth
1887-11-24

Gender
Male

Click on Unarchive case. The screen below will be displayed. Click on **UNARCHIVE**:



When the button is clicked, the case will be unarchived and again appear under the Cases list. The unarchived case will now be available for editing.



Note that the **EDIT CASE** button is now enabled:

The screenshot displays the user interface for The American Board of Neurological Surgery. At the top left is the organization's logo and name. The top right shows the user's profile with the initials 'SS' and the email 'shruti.sanu+abns1@iqvia.com'. A navigation menu on the left includes 'Dashboard', 'My Cases', and 'Queries'. The main content area shows a case titled 'SS-0987643218_001' with a 'Back to My Cases' link. A prominent blue 'EDIT CASE' button is visible. Patient details are listed: Last Name: a, First Name: v, Date of Birth: 1887-11-24, Gender: Male, Race: Native Hawaiian or Other Pacific Islander. Additional details include Zip Code: 98342, Site of Service: ACMH Hospital, Case Title: case1, Surgery Date: 2022-05-24, and Manage Previous Surgery: no. A horizontal menu below the details includes 'Case Overview' (selected), 'Medical History & Medications', 'Physical Exam', 'Imaging & Testing', 'Non-surgical Management', and 'Diagnosis'. The 'Patient Information' section below lists: Last Name: a, First Name: v, Patient MRN: 9876543321, Date of Birth: 1887-11-24, and Gender: Male.

[Respond to Queries:](#)

Queries may be raised by reviewers as they review case log data. When queries are available for a candidate to respond to, a notification email is sent to the candidate email account.

ABNS POST case log review-Query



no-reply <no-reply@abns-post-test.ihp.iqvia.com>

To: S S
Cc: ABNS Post

This sender no-reply@abns-post-test.ihp.iqvia.com is from outside your organization.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Reply

Reply All

Dear Dr. S S,

The ABNS has questions about the case log submitted. Please log into ABNS POST to review and respond to the query(s).

The case log is approved pending the response to the query(s).

If there is any concern about the validity of the practice data contained within the submission, ABNS may audit patient data from the hospital(s).

Click [here](#) to go directly to the application.

Thank you.

[Get latest news from ABNS!](#)

[Verify](#) a certification status

To respond to queries, login to the Candidate Portal and navigate to the **Queries** tab. The case(s) having open queries will be displayed:

Entry ID	MRN	Surgery Date	Case Title	Primary Diagnosis	Primary Procedure	Finalize Date
SS-0987643218_001	9876543321	2022-05-24	case1	Cranial And Neck	Cranial	2023-11-24

Click on the case to view queries relevant to that case data, and example is posted below:

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Member Board of the American Board of Medical Specialties

SS
shruti.sanu+abns1@iqvia.com

Dashboard

My Cases

Queries

← Back to Queries

SS-0987643218_001 [EDIT CASE](#)

Last Name: a
First Name: v
Date of Birth: 1887-11-24
Gender: Male
Race: Native Hawaiian or Other Pacific Islander

Zip Code: 98342
Site of Service: ACMH Hospital
Case Title: case1
Surgery Date: 2022-05-24
Manage Previous Surgery: no

Query

Query 1

[REPLY](#)

Query

Query 2

[REPLY](#)

Candidates can Edit case data based on the query (if necessary) and candidates can respond to each query using the **Reply** button.

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Dashboard
My Cases
Queries

← Back to Queries

SS-0987643218_001 [EDIT CASE](#)

Last Name: a
First Name: v
Date of Birth: 1887-11-24
Gender: Male
Race: Native Hawaiian or Other Pacific Islander

Zip Code: 98342
Site of Service: ACMH Hospital
Case Title: case1
Surgery Date: 2022-05-24
Manage Previous Surgery: no

Query
Query 1
[REPLY](#)

Query
Query 2
[REPLY](#)

Clicking on the Reply button, a text box will appear where the candidate can add a query response and then click on Save.

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Dashboard
My Cases
Queries

← Back to Queries

SS-0987643218_001 [EDIT CASE](#)

Last Name: a
First Name: v
Date of Birth: 1887-11-24
Gender: Male
Race: Native Hawaiian or Other Pacific Islander

Zip Code: 98342
Site of Service: ACMH Hospital
Case Title: case1
Surgery Date: 2022-05-24
Manage Previous Surgery: no

Query
Query 1
Test 1
[CANCEL](#) [SAVE →](#)

Query
Query 2

The query reply will be displayed as shown below:

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SS

Dashboard

My Cases

Queries

← Back to Queries

SS-0987643218_001

EDIT CASE

Last Name: a
First Name: v
Date of Birth: 1887-11-24
Gender: Male
Race: Native Hawaiian or Other Pacific Islander

Zip Code: 98342
Site of Service: ACMH Hospital
Case Title: case1
Surgery Date: 2022-05-24
Manage Previous Surgery: no

✓ Query

Query 1

Test1

UPDATE

⚠ Query

Query 2

REPLY

To get back to the queries list, click on the **Back to Queries** link:

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SS

Dashboard

My Cases

Queries

← Back to Queries

SS-0987643218_001

EDIT CASE

Last Name: a
First Name: v
Date of Birth: 1887-11-24
Gender: Male
Race: Native Hawaiian or Other Pacific Islander

Zip Code: 98342
Site of Service: ACMH Hospital
Case Title: case1
Surgery Date: 2022-05-24
Manage Previous Surgery: no

✓ Query

Query 1

Test1

UPDATE

✓ Query

Query 2

Once a response has been added for each open query, the **SEND RESPONSES** button will be enabled.

The screenshot shows the 'Queries' page in the American Board of Neurological Surgery system. The page header includes the organization's name and logo, and the user's name and email address. The left sidebar contains navigation options: Dashboard, My Cases, and Queries. The main content area is titled 'Queries' and features a search bar and a 'SEND RESPONSES' button. Below this is a table with the following columns: Entry ID, MRN, Surgery Date, Case Title, Primary Diagnosis, Primary Procedure, and Finalize Date. The table contains one entry with the following data: Entry ID: SS-0987643218_001, MRN: 9876543321, Surgery Date: 2022-05-24, Case Title: case1, Primary Diagnosis: Cranial And Neck, Primary Procedure: Cranial, Finalize Date: 2023-11-24. A green checkmark and a right arrow are visible in the final column of the row.

Entry ID ^	MRN	Surgery Date	Case Title	Primary Diagnosis	Primary Procedure	Finalize Date	
SS-0987643218_001	9876543321	2022-05-24	case1	Cranial And Neck	Cranial	2023-11-24	✓ >

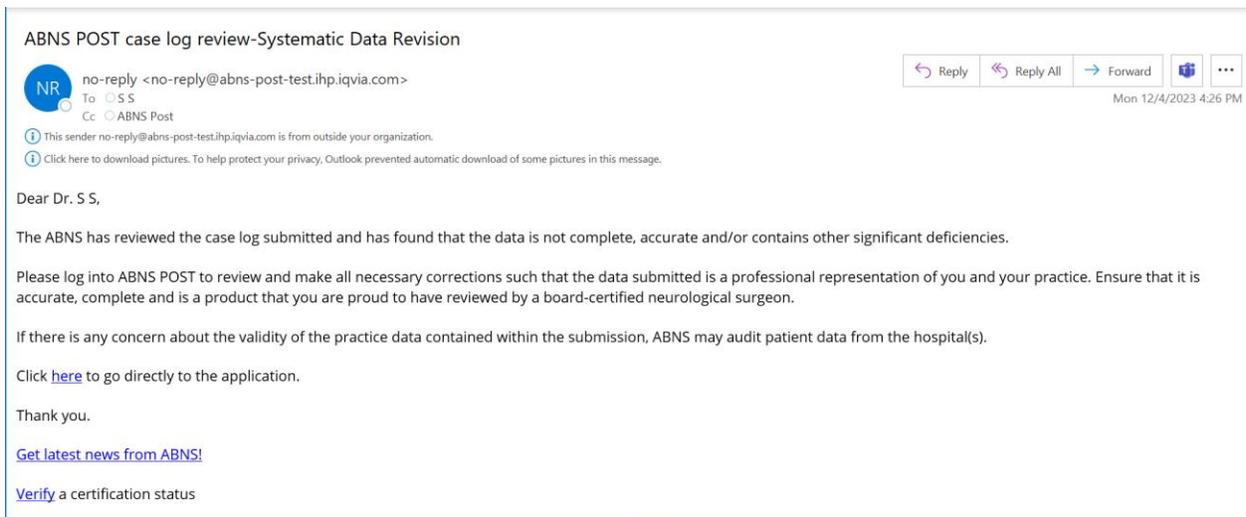
Click on **SEND RESPONSES**. A notification email will be sent to the Reviewer letting them know query answers are ready for them to review.

The screenshot shows the 'Queries' page in the American Board of Neurological Surgery system. The page header includes the organization's name and logo, and the user's name and email address. The left sidebar contains navigation options: Dashboard, My Cases, and Queries. The main content area is titled 'Queries' and features a search bar. Below this is a table with the following columns: Entry ID, MRN, Surgery Date, Case Title, Primary Diagnosis, Primary Procedure, and Finalize Date. The table is empty, and a message 'No queries to respond yet' is displayed in the center of the table area.

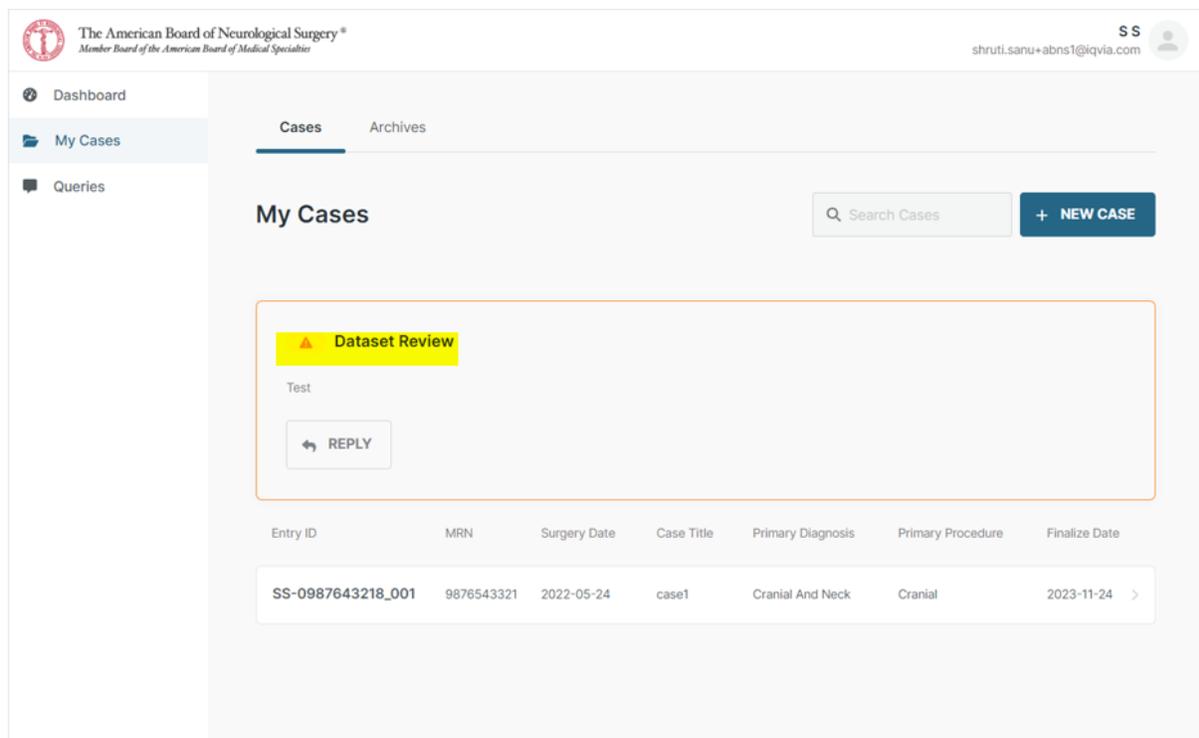
Entry ID ^	MRN	Surgery Date	Case Title	Primary Diagnosis	Primary Procedure	Finalize Date	
No queries to respond yet							

[Addressing Dataset Review by Candidates](#)

After the reviewer has raised a dataset review for a case log, a notification email gets sent to the respective candidate.



The candidate should log in to the Candidate Portal to view the **Dataset Review** under the My Cases tab.



Candidates can revisit the case details and complete the requested updates, then respond to the dataset review by clicking on the **REPLY** button.

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Dashboard
My Cases
Queries

Cases Archives

My Cases

Search Cases + NEW CASE

Dataset Review

Test

Done

Entry ID	MRN	Surgery Date	Case Title	Primary Diagnosis	Primary Procedure	Finalize Date
SS-0987643218_001	9876543321	2022-05-24	case1	Cranial And Neck	Cranial	2023-11-24 >

Next, navigate to the Dashboard tab and resubmit the case log for review using the SUBMIT button. Once submit is clicked, the case log status gets updated to SUBMITTED.

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Dashboard
My Cases
Queries

Submission Type: **SUBMITTED** HOSPITAL VERIFICATION FORM

Submission Validation Report

Pending... Once your case log has been approved, you will be notified.

100% 1/1 Progress towards required number of cases

0 Required adult 0 Required pediatric

Earliest Surgery Date Allowed: 2021 / 12 / 04
First Known Surgery Date: 2022 / 05 / 24
Last Known Surgery Date: 2022 / 05 / 24
Submission Timeline: 1 Month
Timeout Timeline: 19 Months

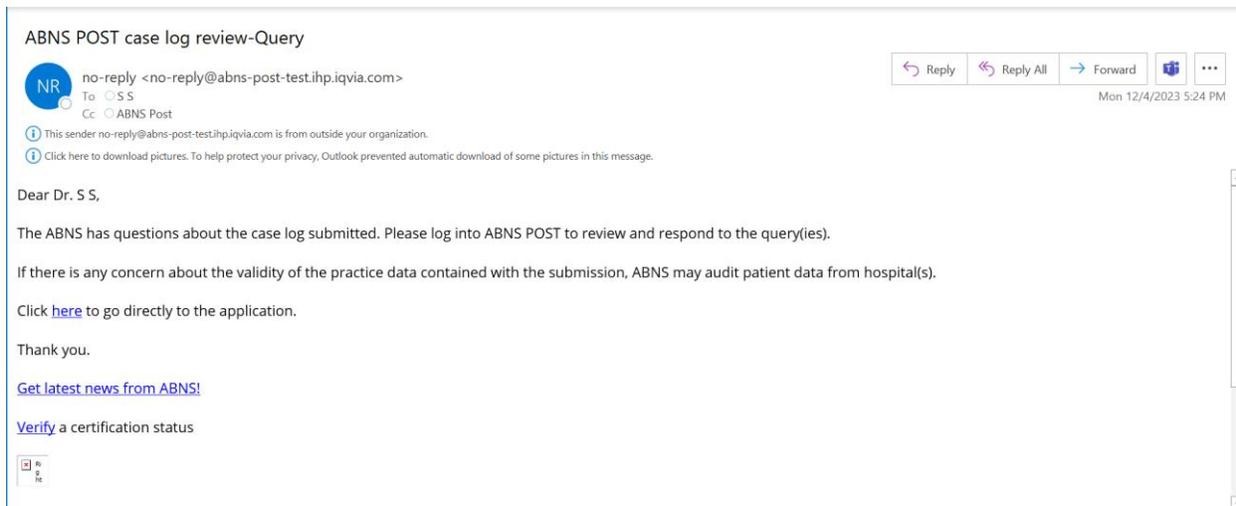
VALIDATE CASELOG

Total Cases	1	...
Total Unique Cases	1	...
Total Unfinished Cases	0	...
Total Adult Cases	1	...
Total Pediatric Cases	0	...

An administrator will assign the newly resubmitted case log to a reviewer or chair for review.

Responding to a Case Log Query

Candidates may also receive a notification email if there are any case log queries raised by the reviewer.



ABNS POST case log review-Query

no-reply <no-reply@abns-post-test.ihp.iqvia.com>
To: S S
Cc: ABNS Post

Mon 12/4/2023 5:24 PM

This sender no-reply@abns-post-test.ihp.iqvia.com is from outside your organization.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear Dr. S S,

The ABNS has questions about the case log submitted. Please log into ABNS POST to review and respond to the query(ies).

If there is any concern about the validity of the practice data contained with the submission, ABNS may audit patient data from hospital(s).

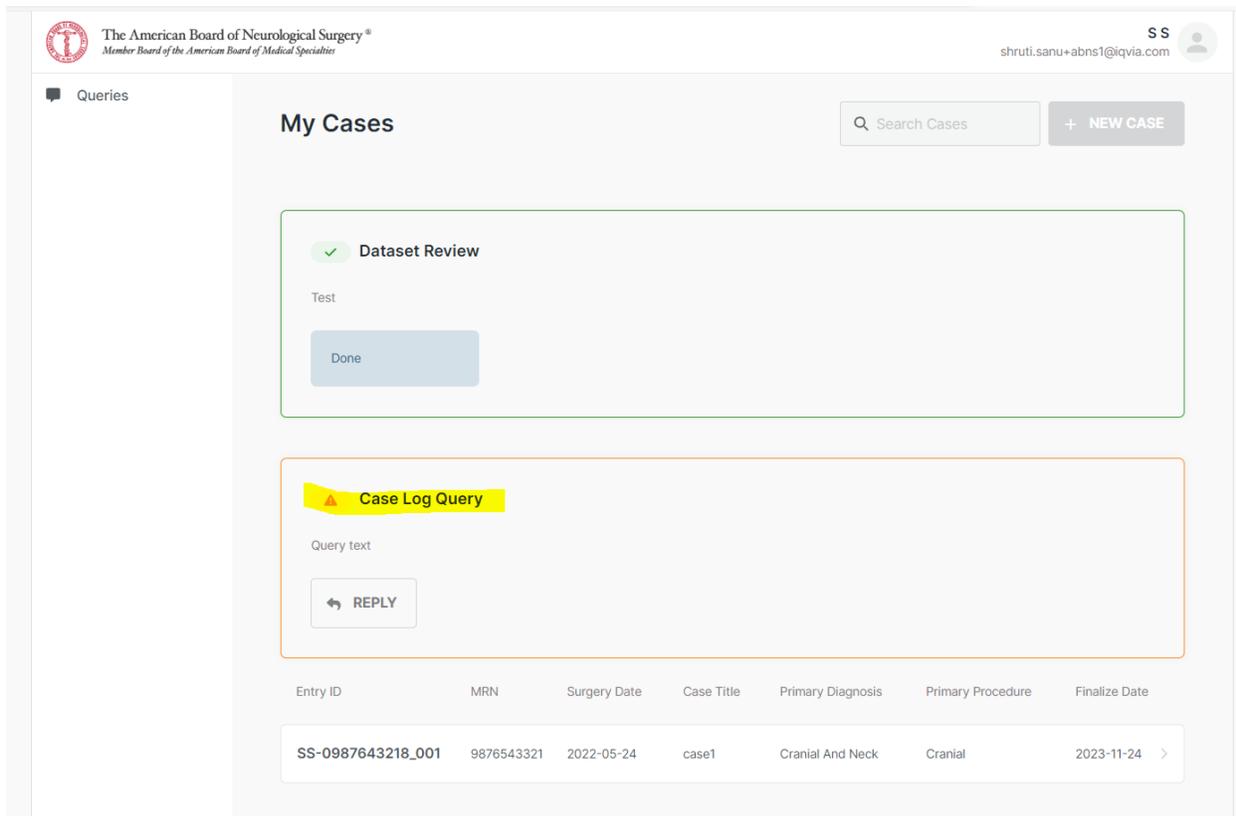
Click [here](#) to go directly to the application.

Thank you.

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In the Candidate Portal a case log query appears under the My Cases tab, as shown below:



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Queries

My Cases

Search Cases + NEW CASE

✓ Dataset Review

Test

Done

⚠ Case Log Query

Query text

REPLY

Entry ID	MRN	Surgery Date	Case Title	Primary Diagnosis	Primary Procedure	Finalize Date
SS-0987643218_001	9876543321	2022-05-24	case1	Cranial And Neck	Cranial	2023-11-24 >

Candidates can respond to the case log query using the Reply button after adding a reply. Clicking on **SEND** will finalize the reply and queue a notification email to the reviewer.

The screenshot displays the 'My Cases' dashboard. At the top left is the logo for 'The American Board of Neurological Surgery*'. The user's name 'S S' and email 'shruti.sanu+abns1@iqvia.com' are shown at the top right. A search bar labeled 'Search Cases' and a '+ NEW CASE' button are present. The main content area is divided into two sections: 'Dataset Review' (with a green checkmark and a 'Done' button) and 'Case Log Query' (with a red triangle icon, a text input field containing 'Response to case log query.', and 'CANCEL' and 'SEND' buttons). Below these sections is a table header with columns: Entry ID, MRN, Surgery Date, Case Title, Primary Diagnosis, Primary Procedure, and Finalize Date.

Reviewer notification email example:

The screenshot shows an email notification with the following content:
Subject: ABNS POST case log review-Candidate response
From: no-reply <no-reply@abns-post-test.ihp.iqvia.com>
To: Shruti Sanu
Cc: ABNS Post
Date: 12/04/2023
Body: CANDIDATE S S, DO has responded to a systematic data revision request or queries. Please review and submit final evaluation. Click [here](#) to go directly to the application. Thank you. [Get latest news from ABNS!](#) [Verify](#) a certification status