



Transferring to a CAP Program From a Psychiatry Program

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This PowerPoint will discuss transferring residents from an general psychiatry program to a child and adolescent psychiatry program.

Transferring to a CAP Program

Transferring a resident into a CAP program can be done in 2 steps:

1. Remove resident from the current program;
2. Add resident to the CAP program.

ABPN preCERT®
Credentiaing System

Residents Users Transfers Profile

You are logged in as: Director Sample from Sample Program (400ZZZZZZZ)

You Are Here: preCERT Main Menu

IMPORTANT MESSAGES FROM ABPN : No new messages available from ABPN.

TRANSFER ACTIVITY

[+] 0 Residents Pending Release for Transfer (out)

[+] 0 Residents Pending Transfer (in)

RESIDENT ROSTER : 7 Residents in Residents Roster

Resident Name	Current PGY	Rotations	Personal Information	Medical School Information
Resident7, Bart	PGY-1	No	Yes Edit	Yes Edit Training Update Status
Resident6, Ben	PGY-1	No	Yes Edit	Yes Edit Training Update Status
Resident5, Bob	PGY-1	No	Yes Edit	Yes Edit Training Update Status
Resident4, Geoffrey	PGY-2	Yes	Yes Edit	Yes Edit Training Update Status
Resident3, Bernie	PGY-1	No	Yes Edit	Yes Edit Training Update Status
Resident2, Bert	PGY-3	Yes	Yes Edit	Yes Edit Training Update Status
Resident1, Gabriel	PGY-3	Yes	Yes Edit	Yes Edit Training Update Status

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Here is the opening screen for our sample psychiatry program. Gabriel Resident1 will be moving from our general psychiatry program to a CAP program, having completed 3 years in the psychiatry program. We begin by clicking on the "Update Status" button.

The screenshot displays the ABPN preCERT Credentiaing System interface. At the top, there is a navigation bar with the ABPN logo and the text "ABPN preCERT® Credentiaing System". To the right of the logo are "LOGOUT" and "HELP" buttons. Below the navigation bar are tabs for "Residents", "Users", "Transfers", and "Profile".

The main content area shows the user is logged in as "Director Sample from Sample Program (400ZZZZZZ)". Below this, there is a breadcrumb trail: "You Are Here: [preCERT Main Menu](#) > **Update Resident Status**".

Key information for the resident is displayed:

- Current Program:** Sample Program (400ZZZZZZZ)
- Resident Name:** Gabriel Resident1
- Date of Birth:** 11/21/1976
- Social Security Number:** 123-12-1234

A section titled "Rotations" contains a table with the following data:

Year	Rotation	Unattested Months of Training	Approved and Attested Months of Training
PGY-1	Neurology (Child)	0	1
PGY-1	Internal Medicine	0	4
PGY-1	Psychiatry (General Inpatient)	0	4
PGY-1	Psychiatry (General Outpatient)	0	2
PGY-1	Neurology (Adult)	0	1
PGY-2	Child and Adolescent Psychiatry (Outpatient)	0	1
PGY-2	Psychiatry (General Inpatient)	0	6
PGY-2	Psychiatry (General Outpatient)	0	1
PGY-2	Community Psychiatry	0	1
PGY-2	Consultation/Liaison Psychiatry (Adult)	0	2
PGY-2	Consultation/Liaison Psychiatry (Child)	0	1
PGY-3	Psychiatry (General Outpatient)	0	8
PGY-3	Child and Adolescent Psychiatry (Outpatient)	0	4
Totals for Rotation Months		0	36

The number "4" is located at the bottom right corner of the screenshot.

That will take us to the summary page. Check and make sure that all of the rotations and clinical skills evaluations are complete and attested to. Then scroll down to the bottom of the page.

PGY-3	Child and Adolescent Psychiatry (Outpatient)	0	4
Totals for Rotation Months		0	36

Clinical Skills Evaluations

Year	Clinical Skills Evaluation	Status of Clinical Skill Evaluation	Approved and Attested Clinical Skill Evaluations
PGY-2	Psychiatry Clinical Skills 1	Completed	Attested
PGY-3	Psychiatry Clinical Skills 2	Completed	Attested
PGY-3	Psychiatry Clinical Skills 3	Completed	Attested

Required Training Experience

Required Training Experience	Status of Required Training Experience	Approved and Attested Required Training Experience
Emergency Psychiatry	Completed	Attested
Forensic Psychiatry	Completed	Attested
Community Psychiatry	Completed	Attested

Resident Status: In-Program Successfully Completed?

Note:

Are you sure you would like to change the status of this resident?

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And you will see the Resident Status. Before doing anything else, you may want to print this page. Once you have removed the resident from your program, this information will no longer be available to you.

Select the drop-down menu.

PGY-3	Child and Adolescent Psychiatry (Outpatient)	0	4
Totals for Rotation Months		0	36

Clinical Skills Evaluations

Year	Clinical Skills Evaluation	Status of Clinical Skill Evaluation	Approved and Attested Clinical Skill Evaluations
PGY-2	Psychiatry Clinical Skills 1	Completed	Attested
PGY-3	Psychiatry Clinical Skills 2	Completed	Attested
PGY-3	Psychiatry Clinical Skills 3	Completed	Attested

Required Training Experience

Required Training Experience	Status of Required Training Experience	Approved and Attested Required Training Experience
Emergency Psychiatry	Completed	Attested
Forensic Psychiatry	Completed	Attested
Community Psychiatry	Completed	Attested

Resident Status: [Not-In-Program] Successfully Completed?

Note: [] [Edit]

Are you sure you would like to change the status of this resident?

[Update Status] [Cancel and Return to Main Menu]

[Print]

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We want to change the drop-down menu to "Not-in-program". Do NOT check the "Successfully Completed?" checkbox.

PGY-3	Child and Adolescent Psychiatry (Outpatient)	0	4
Totals for Rotation Months		0	36

Clinical Skills Evaluations

Year	Clinical Skills Evaluation	Status of Clinical Skill Evaluation	Approved and Attested Clinical Skill Evaluations
PGY-2	Psychiatry Clinical Skills 1	Completed	Attested
PGY-3	Psychiatry Clinical Skills 2	Completed	Attested
PGY-3	Psychiatry Clinical Skills 3	Completed	Attested

Required Training Experience

Required Training Experience	Status of Required Training Experience	Approved and Attested Required Training Experience
Emergency Psychiatry	Completed	Attested
Forensic Psychiatry	Completed	Attested
Community Psychiatry	Completed	Attested

Resident Status: Not-In-Program Successfully Completed?

Note: Edit

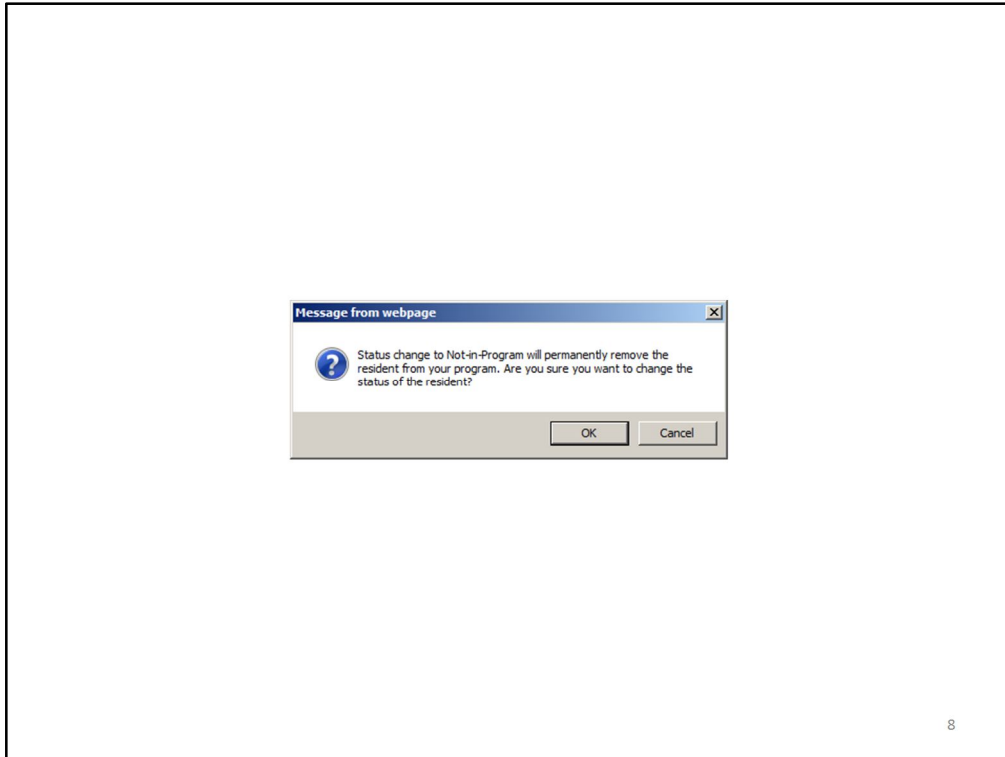
Are you sure you would like to change the status of this resident?

Update Status Cancel and Return to Main Menu

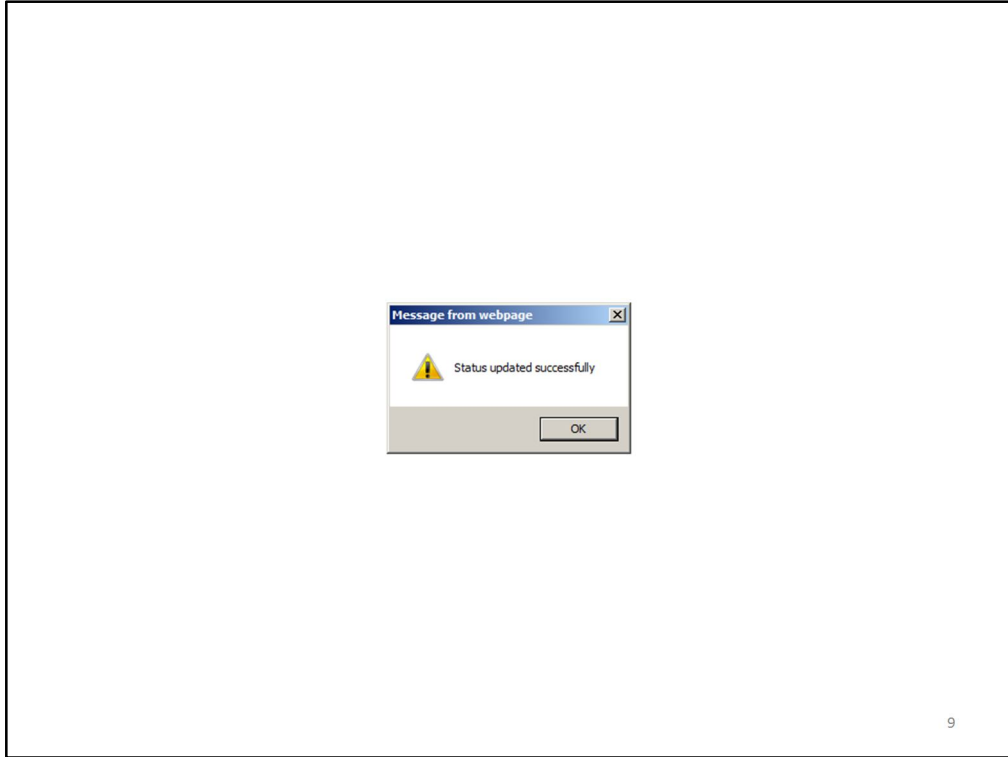
Print

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Then click on the "Update Status" button.



You will see this warning that you are about to remove the resident from your program. Click on the "OK" button.



You will get a confirmation message that the status has been successfully changed. Click the "OK" button.

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LOGOUT HELP

Residents Users Transfers Profile

You are logged in as: Director Sample from Sample Program (400ZZZZZZ)

You Are Here: preCERT Main Menu

IMPORTANT MESSAGES FROM ABPN : No new messages available from ABPN.

TRANSFER ACTIVITY

[+] 0 Residents Pending Release for Transfer (out)

[+] 0 Residents Pending Transfer (in)

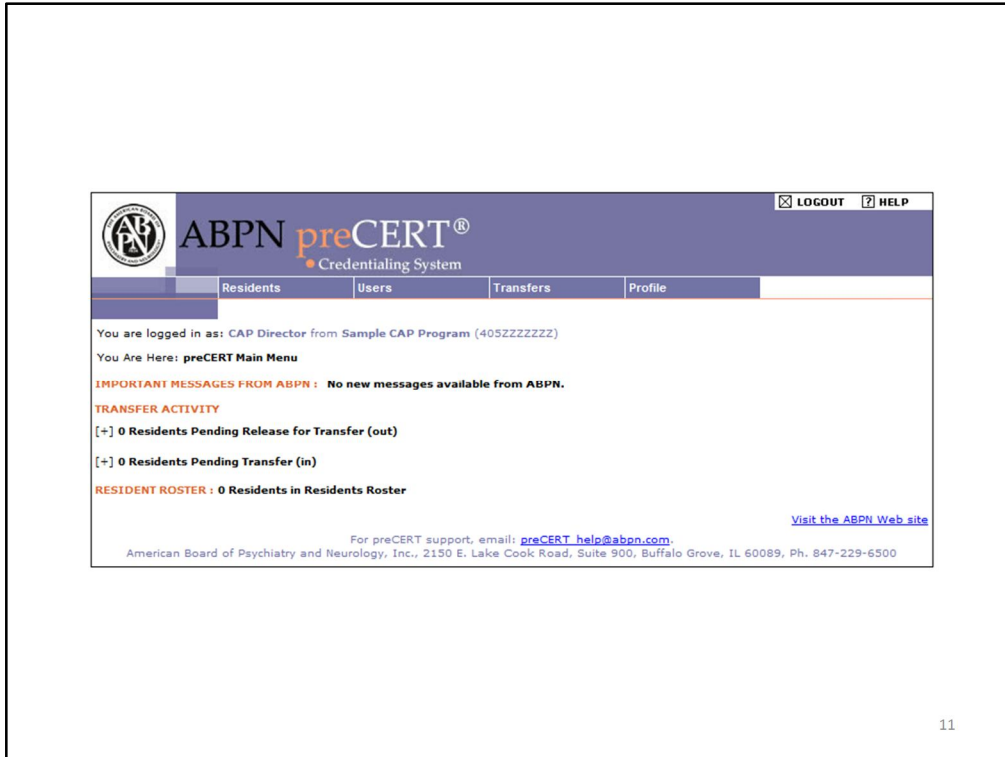
RESIDENT ROSTER : 6 Residents in Residents Roster

Resident Name	Current PGY	Rotations	Personal Information	Medical School Information
Resident7, Bart	PGY-1	No	Yes	Yes
Resident6, Ben	PGY-1	No	Yes	Yes
Resident5, Bob	PGY-1	No	Yes	Yes
Resident4, Geoffrey	PGY-2	Yes	Yes	Yes
Resident3, Bernie	PGY-1	No	Yes	Yes
Resident2, Bert	PGY-3	Yes	Yes	Yes

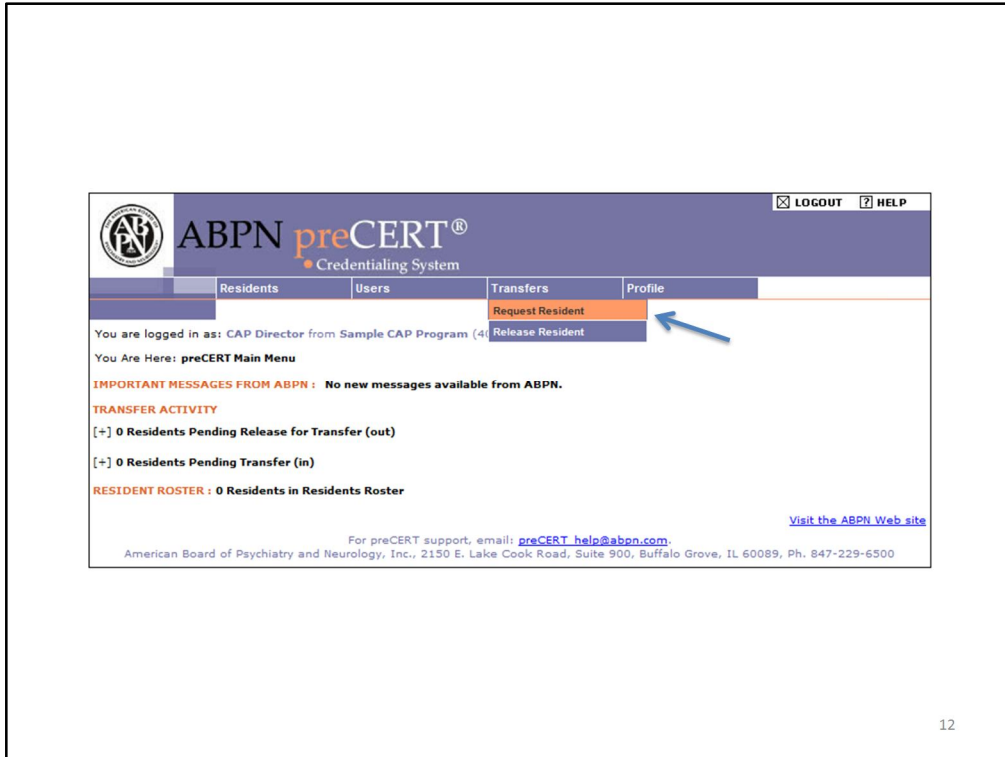
Visit the ABPN Web site

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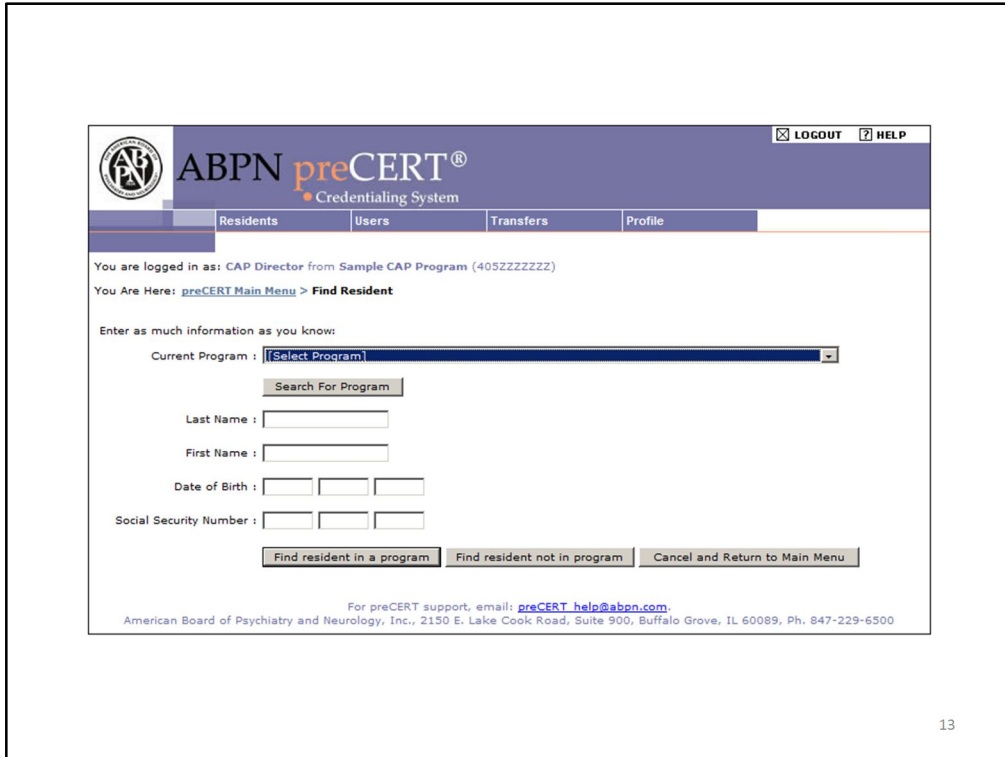
We are returned to our home screen. Notice that Gabriel Resident1 is no longer listed.



Now we log into our sample CAP program. At this time the program has no residents. We want to add Gabriel Resident1 to the program.



Under the "Transfers" menu, select "Request Resident".



That will take us to this screen. This is where we will search for the resident.

The screenshot displays the ABPN preCERT Credentiaing System interface. At the top, there is a navigation bar with the ABPN logo and the text "ABPN preCERT® Credentiaing System". To the right of the logo are "LOGOUT" and "HELP" links. Below the navigation bar are tabs for "Residents", "Users", "Transfers", and "Profile". The "Residents" tab is currently selected.

The main content area shows the user is logged in as "CAP Director from Sample CAP Program (405Z222222)". Below this, there is a breadcrumb trail: "You Are Here: preCERT Main Menu > Find Resident".

The search form is titled "Enter as much information as you know:". It includes a dropdown menu for "Current Program" with a "Search For Program" button next to it. Below this are input fields for "Last Name" (containing "Resident1"), "First Name" (containing "Gabriel"), "Date of Birth" (with three empty boxes), and "Social Security Number" (with three empty boxes). At the bottom of the form are three buttons: "Find resident in a program", "Find resident not in program", and "Cancel and Return to Main Menu". A blue arrow points to the "Find resident not in program" button.

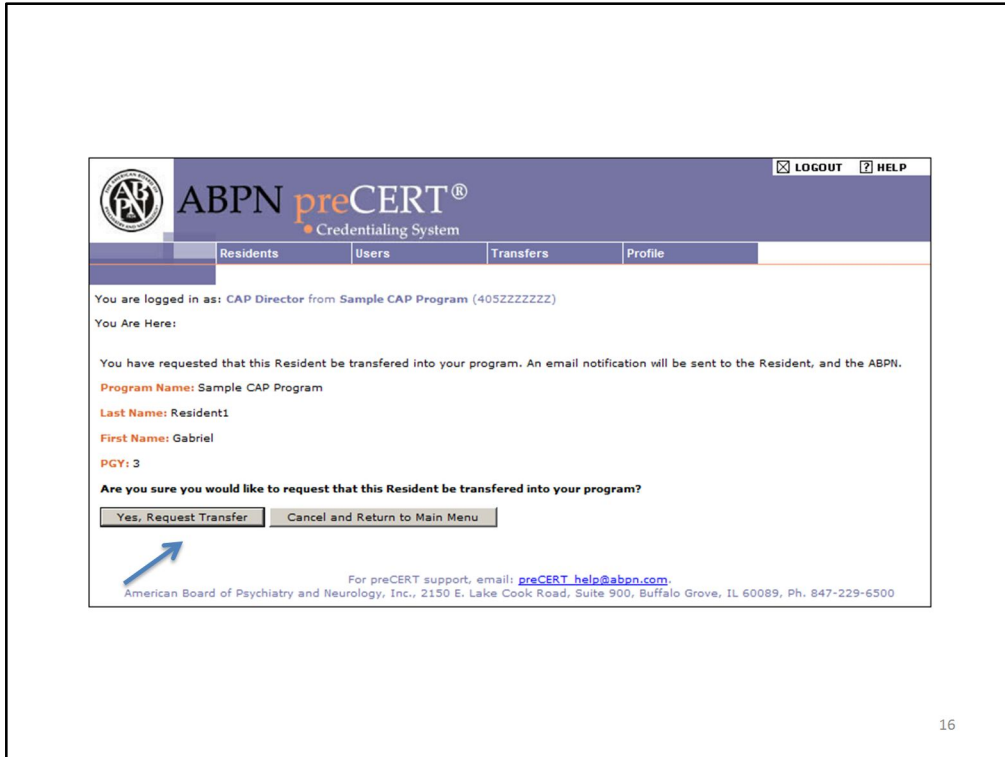
At the bottom of the page, there is contact information for preCERT support: "For preCERT support, email: preCERT_help@abpn.com. American Board of Psychiatry and Neurology, Inc., 2150 E. Lake Cook Road, Suite 900, Buffalo Grove, IL 60089, Ph. 847-229-6500".

Enter the resident's name and click on the "Find resident not in program" button. If you recall the psychiatry program released the resident, so they are not currently in any program.

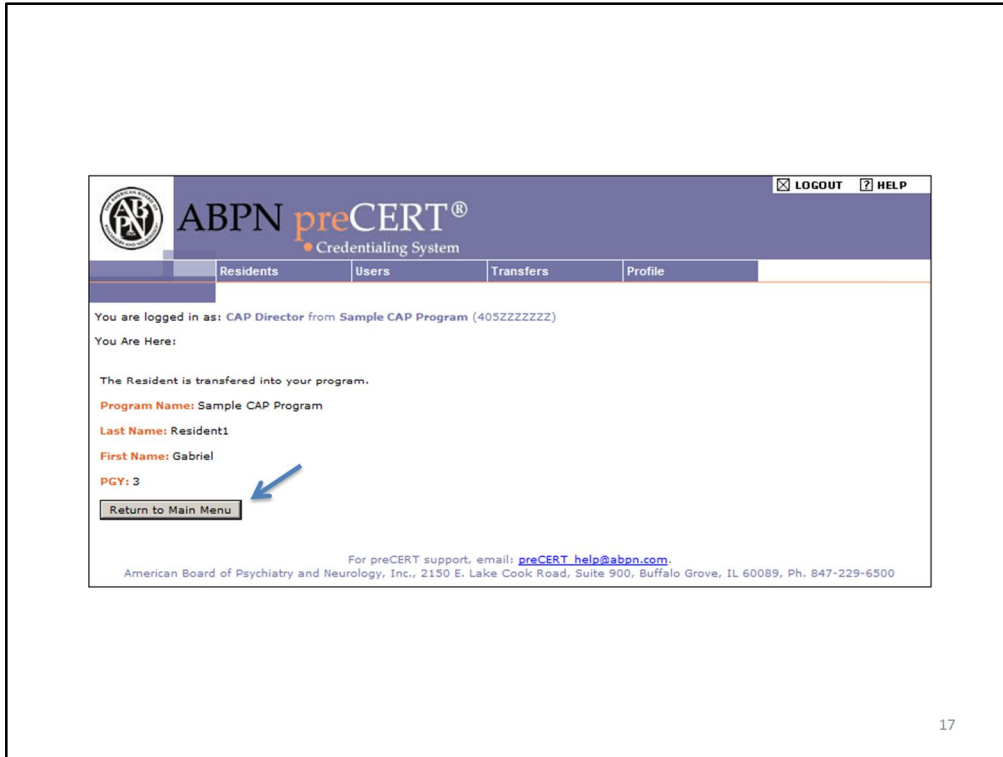


The result should look something like this. Even though they are not currently in a program, it shows their last program as the "Current Program:"

Click on the "Select" button.



You will then see this confirmation screen. Click on the "Yes, Request Transfer" button.



You will see one final confirmation screen. Click on the "Return to Main Menu" button.

ABPN preCERT®
Credentiaing System

Residents Users Transfers Profile

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You Are Here: preCERT Main Menu

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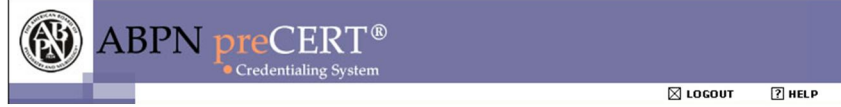
RESIDENT ROSTER : 1 Resident in Resident Roster

Resident Name	Current PGY	Rotations	Personal Information	Medical School Information
Resident1, Gabriel	PGY-3	Yes	Yes Edit	Yes Edit Training Update Status

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And you will see that the resident is now in the CAP program.



Send Questions to:
preCERT_help@abpn.com

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That completes this PowerPoint. If you have any questions, please email them to precert_underscore_help@abpn.com.