



Completing Resident Tracking/Management

In July of each new academic year, ABPath requires all ACP training programs to enter their incoming residents and to update the status of their current residents in PATHway. Below are detailed instructions to assist you.

For questions or assistance contact: Mary Pyfrom, Primary Certification Coordinator at Mary@abpath.org

The deadline to complete and submit is *September 1*.

Please enter your resident information carefully and correctly. If the information is not entered correctly, it will result in errors in your Program Performance Reports.

Program Login

- Each program has its own login.
- Program Directors have a personal login and a program login.
- Program Directors/Coordinators share the same program login.
- You cannot use the “Forgot” function to gain login information for programs, please contact Mary@abpath.org for assistance.

Change of Program Directors

- If you have a change in Program Directors, please provide the new Program Director with your program’s current username and password.
- The new Program Director may then log in and update their name and email address on the Program Profile tab and they may also change the username and password.

Program Profile

- Please review/update the program contact information.
- Be sure both the Program Director and Program Coordinator’s names and email addresses are current to receive important ABPath updates.
- You can update this information throughout the year with new changes.

Resident Management

1) Adding PGY 1 residents

- This information will be used to create the resident’s permanent record, so you must enter their full legal name, not a nickname.
- If a resident joined your program on a date other than July 1, please indicate their PGY status as of July 1.
- To add a PGY 1 resident or new resident, scroll to the bottom of the page to enter the resident’s information.

Add a new resident for the current academic year: fill in the information then click Add to the left of the name. Residents will appear alphabetically by last name in the list above.

	Last 4 of SSN	Birth Date	First Name	Middle Name	Last Name	Email	Year	Resident Status	Start Date	End Date
<input type="button" value="Add"/> <input type="button" value="Cancel"/>	<input type="text"/>									

- The resident will be added alphabetically to your list of residents. NOTE: Any errors will be noted immediately with a red asterisk below the field.

- If the resident does not yet have their SSN, please fill in a fictitious number.
- Please provide the SSN number you created to the resident so they will have access to log in to PATHway.
- When the resident receives their social security number, please email Mary@abpath.org with their name and the last 4 digits only of the SSN to update PATHway.

2) Updating PGY 2, PGY 3 and PGY 4 residents' status

- **Update** each resident's status for the new academic year by clicking **edit** to the left of the resident's name and click **update** when complete.
- Enter **current** 4th year residents as **Returning**.
- Enter **graduated** residents as **Completed**.
- If a resident leaves your program before completing it, including leaving for a fellowship, select "Left" as the status. Then choose the appropriate option under **Reason for Leaving**.
- It is not necessary to give the exact start Date and End Dates of training. When the resident applies, they will give the exact dates in detail on the application for board certification; you will then review/approve the dates provided in the application.
- When completed click **Next Step** at the bottom of the page.

3) Resident Ratings *(This tab does not include PGY1 residents)*

- When you have completed Resident Management data entry for your residents, complete the Resident Ratings for all residents from the previous year.
- Each resident should be rated on their performance for the preceding year in all six ACGME competencies.
- All ratings have been defaulted to "Appropriate for Level."
- The rating choices are:
 - Appropriate for Level,
 - Needs Improvement,
 - Not Evaluated. Not Evaluated should only be used for a resident who has transferred into the program.
- There are no ramifications for a rating of 'Needs Improvement' if all competencies are met by the time the application for board certification is submitted and the Program Director completes the evaluation form accordingly.
- After all residents have been added and updated, click **Submit** at the bottom left of the page.
- **Once your information is submitted you will not be able to change/update information on the Resident Management tab or Ratings tab. Please contact Mary@abpath.org for assistance.**

After submission of your program's updated information, **each resident** will receive an automated email from ABPath requesting them to create a username and password and/or to log in to PATHway. *Please encourage your residents to log into PATHway each year to update their personal information.*

- When the resident logs into PATHway they will confirm the last 4 digits of their social security number, complete the ABMS listing, provide their Demographic Data, accept

the **Authorization Form and** the **ABPath Honor Code**, and update their contact information. All residents should complete this step annually.

- *Application/registration links will be available in PATHway on September 15 for residents applying for the Spring Primary certification exam.*
- The deadline for the Spring examination application is January 15.
- Application links for board certification ***will not be available*** for your residents until you **complete and submit** the program Resident Tracking/Management and Ratings for the current academic year.