

SECURE FILE TRANSFER PROTOCOL (SFTP) USER GUIDE

CONTENTS

Get Started	1
Add Participant Records	1
Download the Results File	8
Deschus Errors	10
Delete Credits	
Request Help	

GET STARTED

The ABIM Secure File Transfer Protocol (SFTP) site is available to MOC activity providers for the purpose of submitting participant completion information. You will receive an email from ABIM with instructions to sign in to the SFTP site. The email will contain a temporary password that you will be prompted to change after signing in.

Once you are signed in to the SFTP site, you may be prompted to install the Upload/Download browser add-on. The add-on will allow you to:

- transfer files faster,
- perform an automatic integrity check,
- compress/uncompressed data, and
- add files via a drag-and-drop function.

Click the "Install the Upload/Download Wizard (ActiveX)" button. This should take less than a minute. Once completed you will see a pop-up box "Message from the webpage the ActiveX Upload/Download Wizard installed OK."

ADD PARTICIPANT RECORDS

- 2.1 Download the <u>Participant Completion Data template</u> (.CSV file). Note: The .CSV file can be opened and edited in Excel. If your file opens in a different program, right click the file, select **Open with** > and click **Excel**. You may name the file whatever you like.
- 2.2 Populate the cells with your participant data, including:

Column Header	Description	Required
Diplomate ID	Every ABIM Board Certified physician has a unique, six-digit Diplomate ID, also	Yes
	known as an ABIM ID number. You can look up an ABIM ID on ABIM's website:	
	http://www.abim.org/verify-physician.aspx	
First Name	Physician's first name	Yes
Last Name	Physician's last name	Yes
DOB	Physician's date of birth (mm/dd)	Yes

Completion Date	Date (mm/dd/yyyy) the physician completed the activity	Yes
ABIM Activity ID	A unique 9 character alpha numeric value assigned by ABIM. If you do not know your ABIM Activity ID, please contact <u>MOCPrograms@abim.org</u>	Yes
MOC Points	Enter the MOC points for which the activity was approved.	Yes
Medical Knowledge	Accepted values are "TRUE" or "FALSE"	Yes
Practice Assessment	Accepted values are "TRUE" or "FALSE"	Yes
Patient Safety	Accepted values are "TRUE" or "FALSE"	Yes
Record Action	Accepted values are "ADD" to award MOC points or "DELETE" to remove	Yes
	previously awarded MOC points	
Credit ID	This field should remain blank	No
ACGME Program Code	10 digit identified for QI in GME for Program Directors and Faculty Programs	No

Enter your data like the example shown below:

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Past	te 🖋	Calib B	ri <i>I</i> <u>U</u> ▼	• 11 •	A A I	■ = 		Date \$ - % •	▼ 00. 0.⇒ 0.€ 00.	Conditional Formatting *	Format as Table * 9	Cell Styles *	Haran Insert ▼ Haran Delete ▼ Haran Format ▼	Σ × A ↓ Z 2 × Sort & 2 × Filter ×	Find & Select *	
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L	ABIM Can	ndida	First Nam	Last Name	DOB	Completion Dat	ABIM Act	ivit MOC Poir	Medical	K Practice A	Patient S	a Record	Ac Credit ID	ACGME Pr	rogram Co	de
!	99	9992	Siri	Apple	3/11	8/24/2017	NQA2016	01 20	FALSE	TRUE	FALSE	Add				
3	99	9993	Danny	Воу	4/27	7/20/2017	MCA2009	01 20	FALSE	TRUE	FALSE	Add				
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-	► N M	OC A	ctivity Con	pletion Da	nta 2. 🦯 🞾	/										► I
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2.3 Save the file. When you save, Excel may show the message below. Click YES.



2.4 Submit your participant records to ABIM by following these steps:

2.4.1 Open your internet browser and navigate to https://sftp.abim.org/

2.4.2 Enter the username and password that was provided in your welcome email and click the **Sign On** button.

	https://sftp.abim.org/ American Board f Internal Medicine*	ク ~	×	- □ × 命☆鹱 [©]
		Α		- 1
	Username			
	Password	Request a password change		
		Security Notice You are about to access a secured resource. ABIM resources the right to monitor and/or limit access to this		
_			_	~

The first time you sign in, you will be prompted to change your password.

Enter your new password twice and click the **Change Password** button.

American of Internal	Board Medicine*
Signed onto ABIM	
者 Home	
Folders	
	L My Account
Q Search	
Find File/Folder Q	Change Password
Go To Folder 🗸 🗸	Requirements:
	Must not contain or resemble Username. Must contain at least one letter and one number.
Online Manual	Enter your New Decement
Tech Support	
	Now press the "Change Password" button: Change Password

2.4.3 Navigate to your organization's folder by clicking the arrow on the **Go To Folder...** drop down menu.

igned onto ABIM	<u>My Account</u> <u>Sign Ou</u>
Home	Changed password OK.
Folders	
Logs	
C Search	Install the Upload/Download Wizard
Find File/Folder	It is recommended that you install the Upload/Download Wizard, a browser add-on that allows you to:
	Transfer files faster Transfer files greater than 2GB
Go To Folder	Transfer multiple files at once Perform automatic integrity checking to ensure file non-repudiation
<u>Online Manual</u>	Compress/Uncompress data on the fly
	Add files via drag-and-drop
lech Support	The ActiveX version of the Upload/Download Wizard requires Internet Explorer.
	Install the Upload/Download Wizard (ActiveX)
	If you prefer, you may choose to install the <u>Java version</u> of the Upload/Download Wizard instead. Only one version is needed.
	~ OR ~
	Disable the Wizard
	Disable the Warred (for this essential and

2.4.4 Click on the first folder named for your organization (Instructions for the **/Results** folder are in section 4 of this document).

American of Internal	Board Medicine [®]
Signed onto ABIM	My Account Sign Out
Home	Welcome to ABIM!
Folders	
Logs	The Home
Q Search	
Find File/Folder Q	Browse Files and Folders
Go To Folder	To search for a particular file , enter the file name or file ID in the Find File box on the left side of the page and press the "Find File" button.
/ / MOCActivityProviders / MOCActivityProviders / Product / MOCActivityProviders / Product	ion /

2.4.5 Click the Launch the Upload Wizard button.

Home Folders Logs Search Find File/Folder Browse Files and Folders To search for a particular file, enter the search for a particular file.	Velcome to ABIM!
Folders Logs Search Find File/Folder To search for a particular file, enter to search	
Home Construction	
Search Find File/Folder Q Browse Files and Folders To search for a particular file, enter t	
Find File/Folder Q Browse Files and Folders To search for a particular file, enter t	
To search for a particular file, enter t	the file mannes on file TD in the Tind Tile have an the left side of the
Go To Folder v page and press the "Find File" button.	he file fiame of file 10 in the Find File box on the felt side of the
Browse Other Folders	
Tech Support Upload Files	

2.4.6 Click the **Add File** button.

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Signed onto ABIM			
	_	Welcome to ABIM!	
Folders	MOVEit Upload Wiza	rd	×
	Upload To:	/ MOCActivityProviders / Production	
	Enter Any Notes:		
Go To Folder			he left side of the page
Online Manual			
Task Current			
	Add File	Canc	el Upload

2.4.7 Navigate to the folder that contains your .CSV document for upload and click it. Then click the **Open** button.

Organize 🔻 New	folder		8== ▼ 🛄 🤎
🔶 Favorites	Name	Date modified	Туре
	🔊 MOCActivity Completion Data blank form.csv	2/8/2018 9:47 AM	Microsoft Excel C
🔰 Libraries			
📮 Computer			
Network			
	< [
F	ile name:	✓ All Files	•
		Open	Cancel

2.4.8 Click the **Upload** button.

ned onto ABIM			
	MOVEit Upload Wiza	Welcome to ADTHI	×
	Upload To: Enter Any Notes:	/ MOCActivityProviders / Production	
nd File/Folder To Folder <u>nline Manual</u> ech Support	MOCActivity Comp	oletion Data blank form.csv 🛍	ne left side of the pag

(BD) Ame	rican Board ternal Medicine	8	
Signed onto ABIM	_	Walcome to ADTM	<u>My Account Sign Out</u>
 Folders Logs Search Find File/Folder Go To Folder Online Manual 	MOVEit Upload Wiza Upload To: Enter Any Notes:	/ MOCActivityProviders / Production	he left side of the page
<u>Tech Support</u>	Upload Succeeded.		Close

The upload process is done. Your document will appear in the list of files. You may click **Sign Out** or simply close your browser.

American of Internal	Board Medicine [®]					
Signed onto ABIM				M	y Accour	<u>nt Sign Out</u>
Home	Folders					
Folders						
	/ MOCActivityProviders/ Production/ /					
Q Search						
Find File/Folder Q	Go To Folder 🗸					
Go To Folder 🗸 🗸						
Online Manual	Name Name	Created	Size/Contents	Creator	Ŧ	
	↑ Parent Folder					
Tech Support	E Results	6/6/2017 8:00:35 AM	41 🗅			
	MOCActivity Completion Data	3/12/2018 11:40:23 AM	1 KB		- 🗹	×

DOWNLOAD THE RESULTS FILE

3.1 Sign in to SFTP as shown in Section 2.

3.2 Click the arrow next to the Go To Folder... drop down menu.

	_
Signed onto ABIM	
A Home	
Folders	
Logs	
Q Search	
Find File/Folder	Q
Go To Folder	~
Online Manual	
Tech Support	

3.3 Click on the folder with your organization's name that ends in / Results.

America of Intern	n Board al Medicine®
Signed onto ABIM	
A Home	Folders
Folders	
	/ MOCACTIVITYProviders/ Production/ Results/
Q Search	
Find File/Folder Q	Go To Folder 🗸
Go To Folder 🥆	
/ WOCActivityProviders / MOCActivityProviders / Pro / MOCActivityProviders / Pro / MOCActivityProviders / Pro	duction duction / duction / / Results

3.4 Pick a file to download. The name of the file will be different than the name on your original. It will have your organization's name as a prefix and long suffix, with your original file name in the middle.

3.5 Click the download button on the row of the file you want to download.

American of Internal	Board Medicine [®]				
Signed onto ABIM				My Account	<u>Sign Out</u>
A Home	Folders				
Folders					
Logs	/ MOCActivityProviders/ Production/ / Results/				
Q Search					
Find File/Folder Q	Go To Folder 🗸				
Go To Folder 🗸 🗸					
Online Manual	Name	Created	<u>Size/Contents</u>	<u>Creator</u> 🛨 🗹	
Tech Support	rateric router FileResults.csv	1/25/2018 4:41:10 AM	3.5 КВ	4	K 🛨

3.6 Depending on the web browser you are using, the file will download and display at the bottom of your screen as seen below or you may need to click either the **Open** or **Save** button to open or save the downloaded file.

American of Internal	Board Medicine [®]					
Signed onto ABIM					My Accou	<u>nt Sign Out</u>
A Home	Folders					
Folders						
	/ MOCActivityProviders/ Production/ Results/					
Q Search						
Find File/Folder Q	Go To Folder 🗸					
Go To Folder 🗸 🗸						
Online Manual	✓ Name		Created	Size/Contents	<u>Creator</u> 🛨 🗹	
	↑ Parent Folder					
Tech Support		FileResults.csv	1/25/2018 4:41:10 AM	3.5 KB	5	×
		tesults.csv	2/13/2018 4:17:09 AM	1 KB	з	×
		tesults.csv	2/22/2018	1.KB	2	* +
		lts.csv	Downlo	ads		X
		lts.csv	FileResul	ts csv	3 KB	Check
https://srtp.abim.org/numan.aspx:r=4	/oz1/012@Arg12=IIIeview@Arg11=1@Arg0					
ABIM_ABIM_Noncsv	~					Show all X

If you clicked **Open** the file will open right away. Otherwise you will need to open it from the folder you saved it to. If the file doesn't open in Excel, save and close it. Then right click on the file and click **Open with** >, then click **Excel**.

ile	Home	Insert	Page Layor	ut Form	ulas Data	Review	View Ac	robat										a 🕜 🗆 p	F
<u> </u>	6 Cut ∋Copy →	Cal	ibri	· 11 ·	A ^ =	= = >-	₩r	ap Text	Genera	ıl	*	<u>s</u>	/	+	*	Σ Auto	Sum * 🎦	r 🗥	
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Date	Processe	Accepted	Rejected	Records															
Feb	13 2018 4	1	3																
Dipl	omate ID	First Nam	Last Name	DOB	Completion [ABIM Activit	MOC Poin	Medical K P	ractice A	Patient Sa	Record A	c Credit ID	ACGME Pr	Result	Result Des	cription			
	234567	Jane	Doe	9/14	1/9/2018	MCA200901	20	FALSE	TRUE	FALSE	ADD	ID11684:2		Accepted					
	999910	Joe	Doe	12/15	12/9/2017	CMA201701	30	FALSE	TRUE	FALSE	ADD	ID11684:3		Rejected	710 Maxim	um MOC	ooints alre	ady granted	d
	63503	Sally	Doe	10/11	11/16/2017	GRD201501	20	TRUE	FALSE	FALSE	ADD	ID11684:4		Accepted					
	63503	Sally	Doe	10/11	9/16/2017	MCA200901	20	FALSE	TRUE	FALSE	ADD	ID11684:5		Accepted					
4 1 1	ARIM	MOC Activ	ity Comple	tion 1 🧷	n /														► IT
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Notice that that the Credit ID column is populated for every record in the result file. You can reference this Credit ID to delete that record (see section 5).

RESOLVE ERRORS

Follow the instructions for downloading the results file as shown in Section 3. Locate the records that have been rejected and review the Result Description.

To resolve errors:

- Open a blank copy of the Participant Completion Data template.
- Populate the cells with the participant data for the records that were rejected, resolving the items that caused the error.
 For example, error code 631 means "Invalid Completion Date." This error could occur if the completion date is entered as "5/2/*+18" instead of "5/2/2018."
- Once all of the rejected records are ready to be processed again, repeat the steps shown in Sections 2.3 through 2.4.9.

Error Code	Error Description	Error Resolution
602	Learner record action is not valid	Enter one of the accepted values: "ADD" or "DELETE"
621	Missing diplomate ID	Enter the six digit ABIM ID number. You can look up a diplomate ID on ABIM's website: <u>http://www.abim.org/verify-physician.aspx</u>
622	Missing diplomate first name	Enter diplomate first name
623	Missing diplomate last name	Enter diplomate last name
624	Missing diplomate date of birth	Enter date of birth (mm/dd)
632	Missing MOC points	Enter number of MOC points earned by the diplomate
664	Diplomate date of birth month and/or day does not match	Date of birth entered does not match our records. Enter correct date of birth

665	Diplomate name does not match Board record	You can look up a diplomate's name on ABIM's website: http://www.abim.org/verify-nbysician.aspx
670	A second	
670	Activity is not registered to grant participant the specified type	For example, an activity registered for Medical
	of MOC credit	Knowledge may have been erroneously requesting
		Practice Assessment credit
706	Deadline for deleting participant data has passed	Darticipant completion records may not be
700	Deaume for deleting participant data has passed.	Participant completion records may not be
		deleted after 12/30 annually
710	Maximum MOC points already granted	Diplomate has already earned the maximum
		number of points for the activity
998	General learner data processing error	Contact ABIM at mocprograms@abim.org to
		troubleshoot
1001	Delete action for unknown record	Check to be sure the participant record, including
1001		the gradit ID match what was naturned in the
		the credit ID match what was returned in the
		original results file for the add record
1002	Invalid diplomate ID	Diplomate ID, also known as an ABIM ID, must be
		6 digits and cannot contain any letters or special
		characters. You can look up an ABIM ID on ABIM's
		website: http://www.abim.org/verify-
		physician.aspx
1003	Invalid date of birth	Date of birth entered does not match our records.
		Enter correct date of hirth
1004	Missing completion date	Enter completion date
1004		
1005	Invalid MOC points	Request for more points than the activity is
		registered for
1006	Activity cannot be repeated	ABIM has already granted credit for the same
		activity
1007	Activity completion date falls outside of the start and end date	Enter completion date within range of start and
		end date of the activity
1008	Activity ID missing	Product code was not entered
1009	Activity ID does not exist	Product code was not registered
1010	Program ID not found	ACGME ID cannot be found in our database
1010		
1011	Program ID Invalid	The incorrect ACGIVIE ID was entered
1012	MedicalKnowedgeApproval is invalid	Activity is not registered to grant Medical
		Knowledge credit
1013	PracticeAssessmentApproval is invalid	Activity is not registered to grant Practice
1015	r actice Assessment Approvans invalid	Activity is not registered to grant Fractice
		Assessment creat
1014	PatientSafetyApproval is invalid	Activity is not registered to grant Patient Safety
		credit
1015	CSV file has unexpected number of columns	The file should contain 13 columns
4010		
1016	CSV record failed insert into staging	This is an internal error code
1017	Invalid increment for MOC paints	Contact ADIM at magning many Cabing and to
101/	invalue increment for MOC points	contact Abiliti at <u>mocprograms@abim.org</u> to
		troubleshoot
1018	The completion date is greater than the date submitted	Contact ABIM at mocprograms@ahim org to
2020	the completion date is preater than the date submitted	troubleshoot
		troubleshoot

DELETE CREDITS

Follow the instructions for downloading the results file as shown in Section 3. The results file has the Credit ID you need for each record you want to delete.

5.1 Fill out the .CSV file using the same information for the record(s) you want to delete. The **Record Action** should say **Delete** and the **Credit ID** should match the information on the result file where the credit was initially added. If this information is not provided, the credit cannot be successfully deleted.

	А	В	С	D	E	F	G	Н	1	J	К	L	М	N
1	Diplomate ID	First Nam	Last Name	DOB	Completion Date	ABIM Activity	MOC Poin	Medical K	Practice A	Patient Sa	Record Ac	Credit ID	ACGME Pr	ogram Code
2	234567	Jane	Doe	8/17	5/23/2017	CMA201701	30	FALSE	TRUE	FALSE	Delete	ID10546:4		
3														
												1		

5.2 Submit the .CSV file to ABIM, following the instructions in Section 2.4.

REQUEST HELP

Email <u>MOCPrograms@abim.org</u> if you encounter issues signing in, uploading/downloading files, or have a general question about the SFTP site.