

SECURE FILE TRANSFER PROTOCOL (SFTP)

USER GUIDE

CONTENTS

Get Started.....	1
Add Participant Records	1
Download the Results File	8
Resolve Errors	10
Delete Credits	12
Request Help.....	12

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

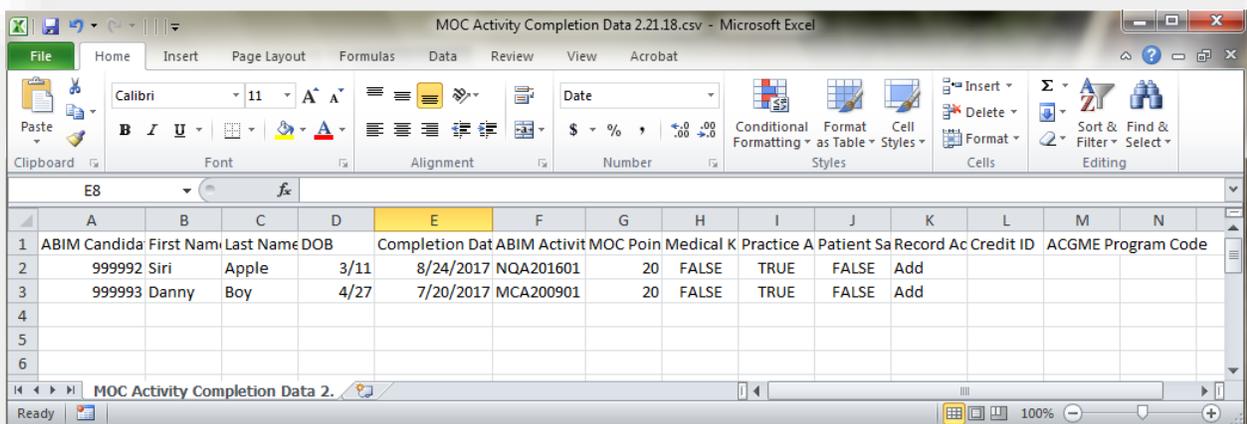
2.1 Download the [Participant Completion Data template](#) (.CSV file). Note: The .CSV file can be opened and edited in Excel. If your file opens in a different program, right click the file, select **Open with >** and click **Excel**. You may name the file whatever you like.

2.2 Populate the cells with your participant data, including:

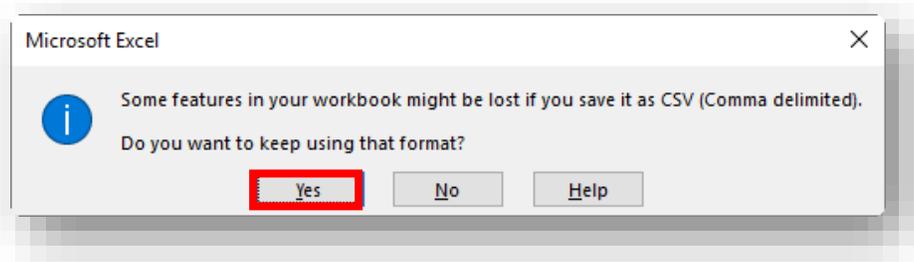
Column Header	Description	Required
Diplomate ID	Every ABIM Board Certified physician has a unique, six-digit Diplomate ID, also known as an ABIM ID number. You can look up an ABIM ID on ABIM’s website: http://www.abim.org/verify-physician.aspx	Yes
First Name	Physician’s first name	Yes
Last Name	Physician’s 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 MOCPrograms@abim.org	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 previously awarded MOC points	Yes
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:



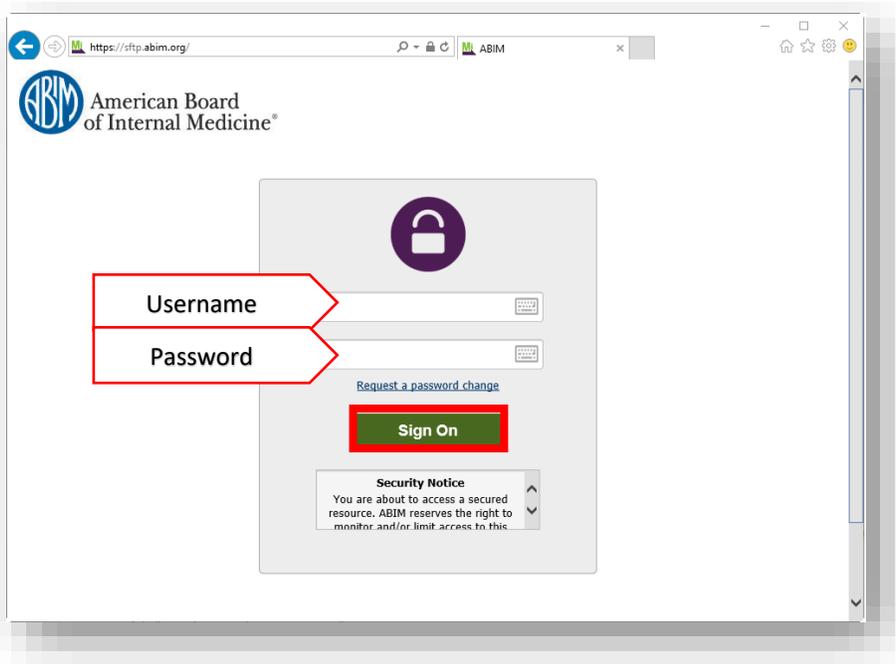
2.3 Save the file. When you save, Excel may show the message below. Click **YES**.



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

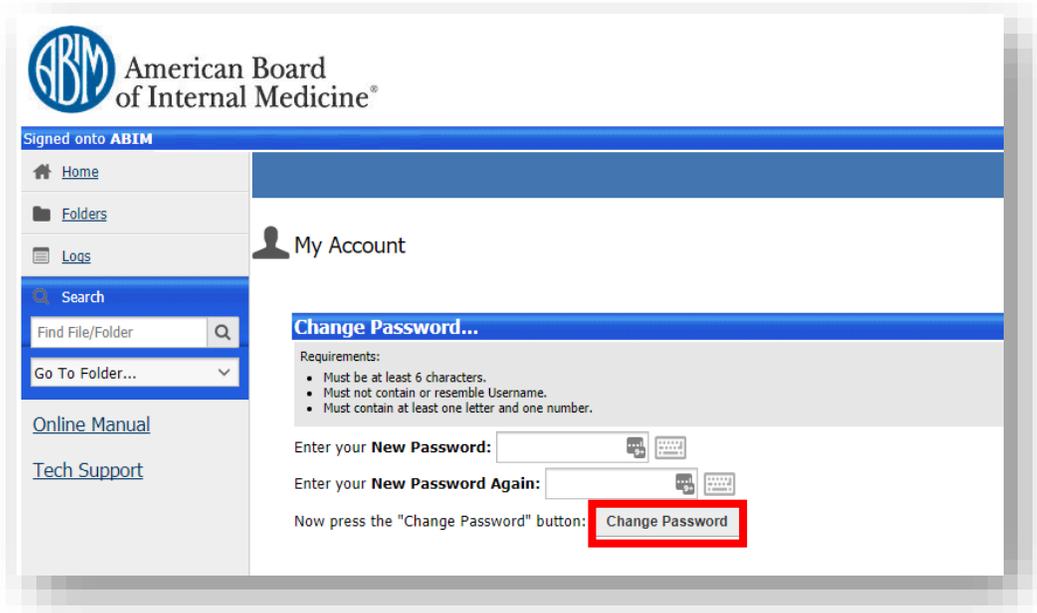
2.4.1 Open your internet browser and navigate to <https://sftp.abim.org/>

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

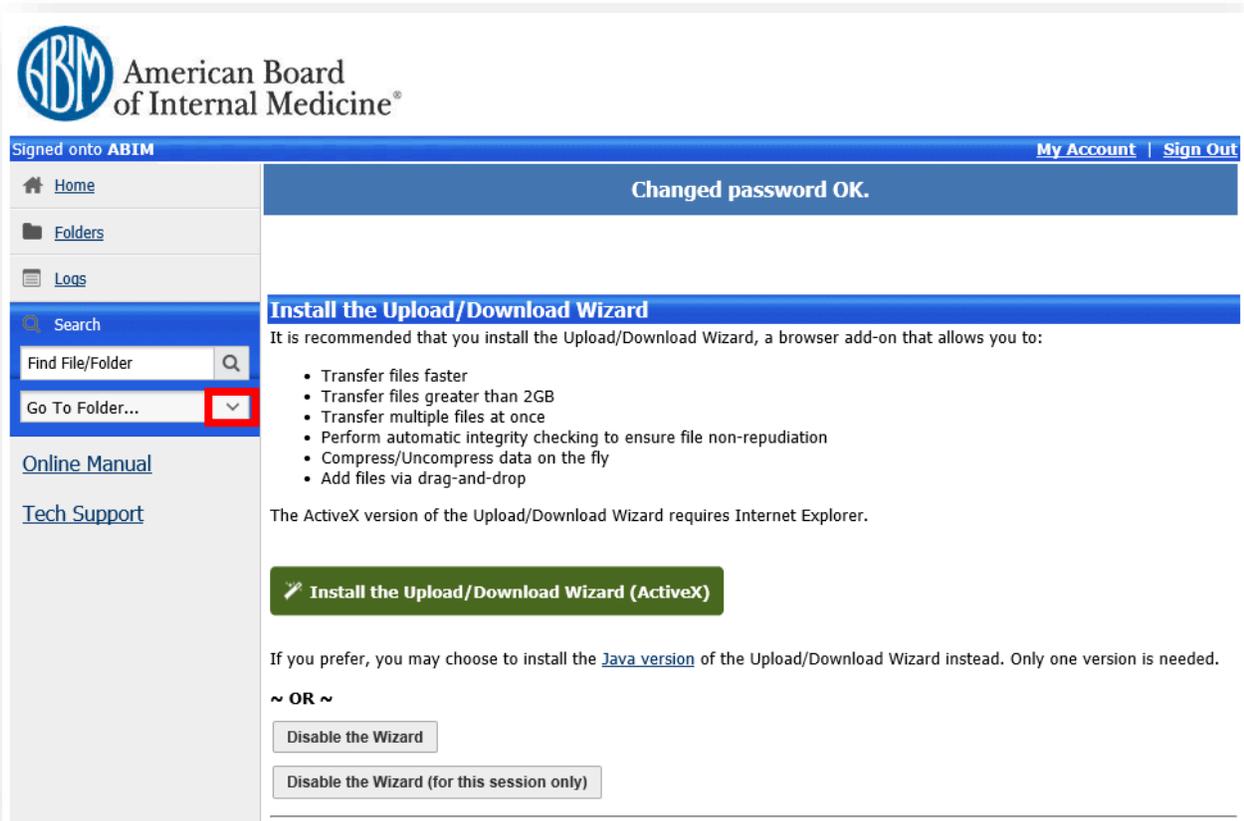


The first time you sign in, you will be prompted to change your password.

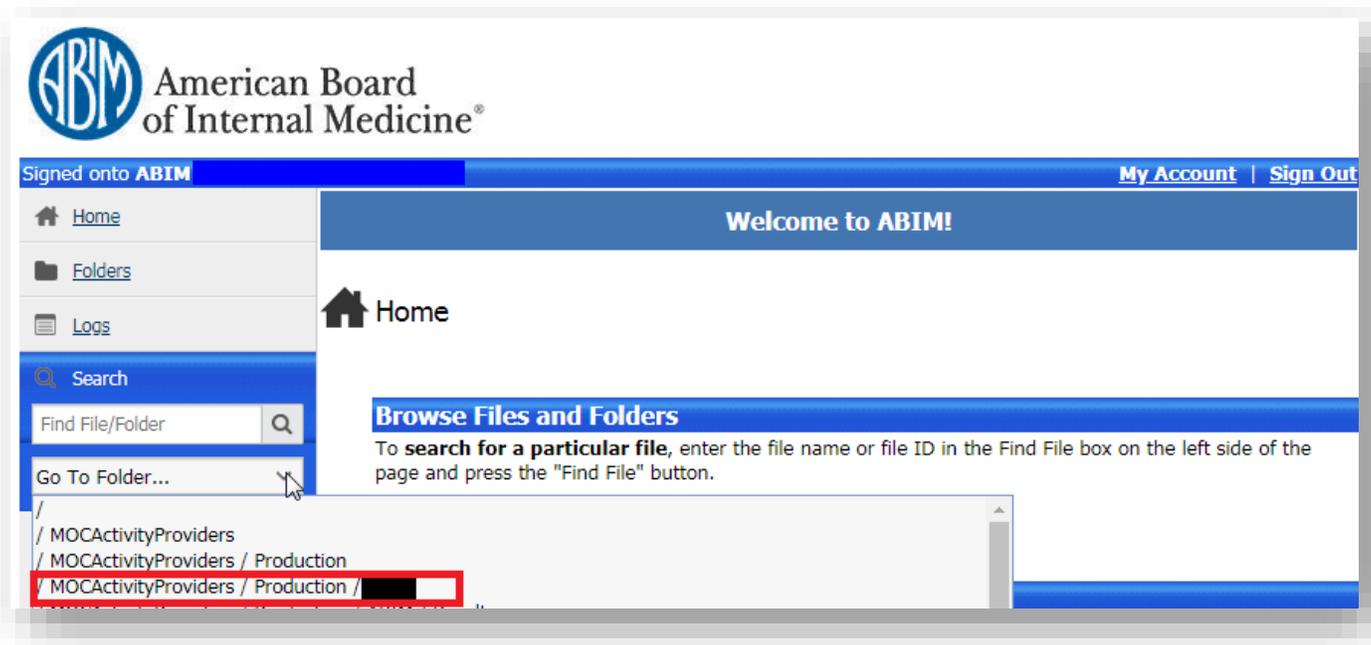
Enter your new password twice and click the **Change Password** button.



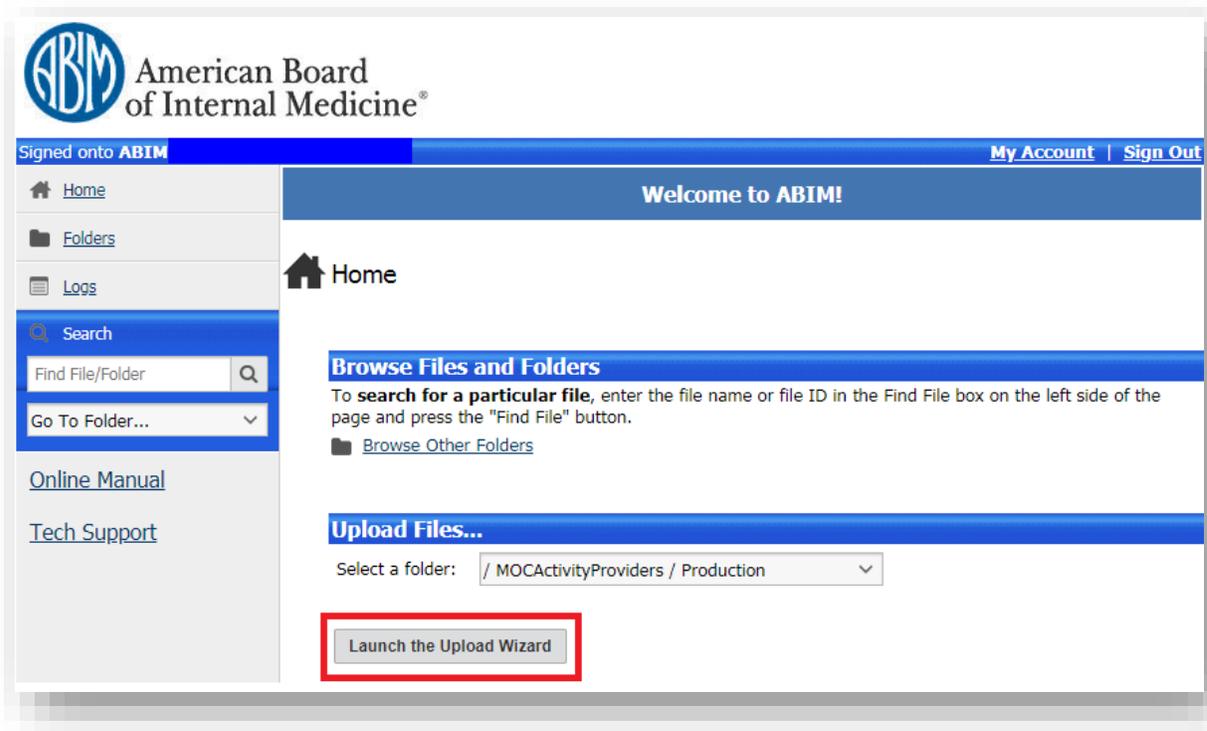
2.4.3 Navigate to your organization's folder by clicking the arrow on the **Go To Folder...** drop down menu.



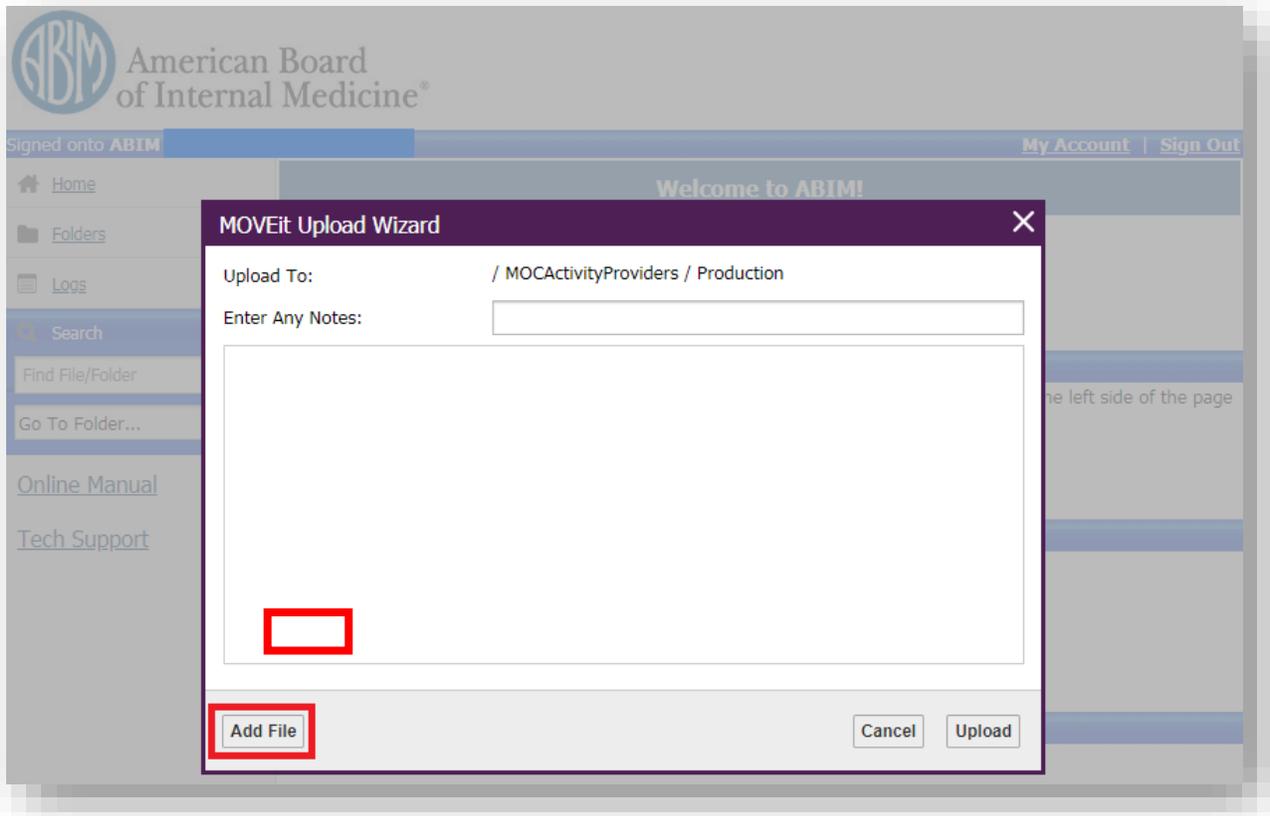
2.4.4 Click on the first folder named for your organization (Instructions for the **/Results** folder are in section 4 of this document).



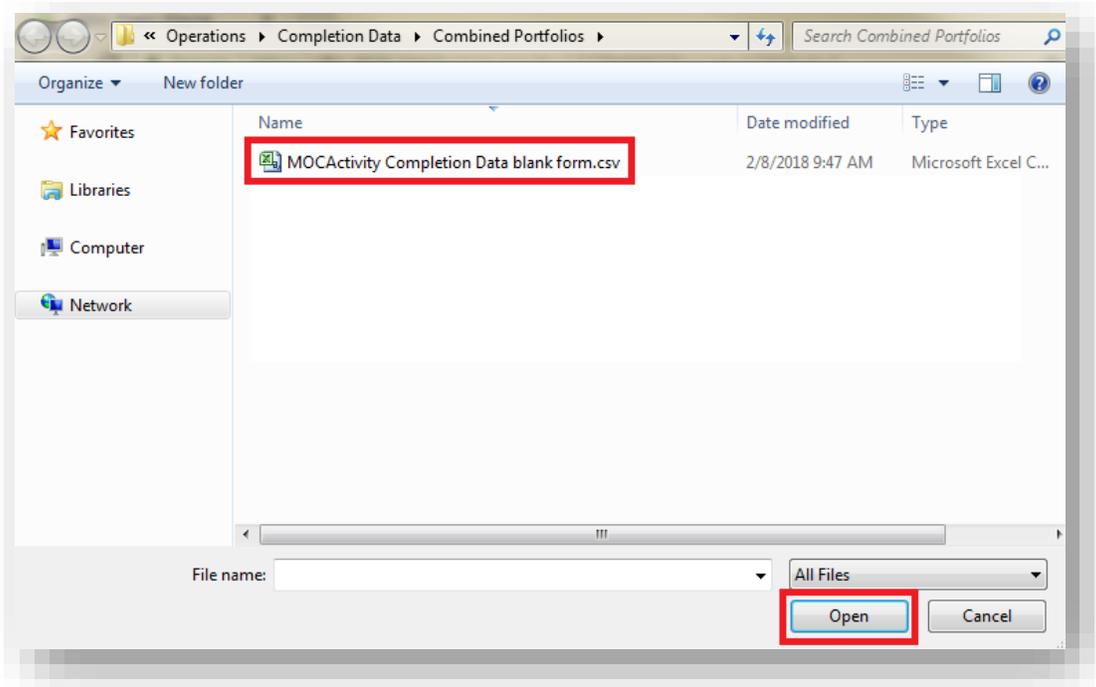
2.4.5 Click the **Launch the Upload Wizard** button.



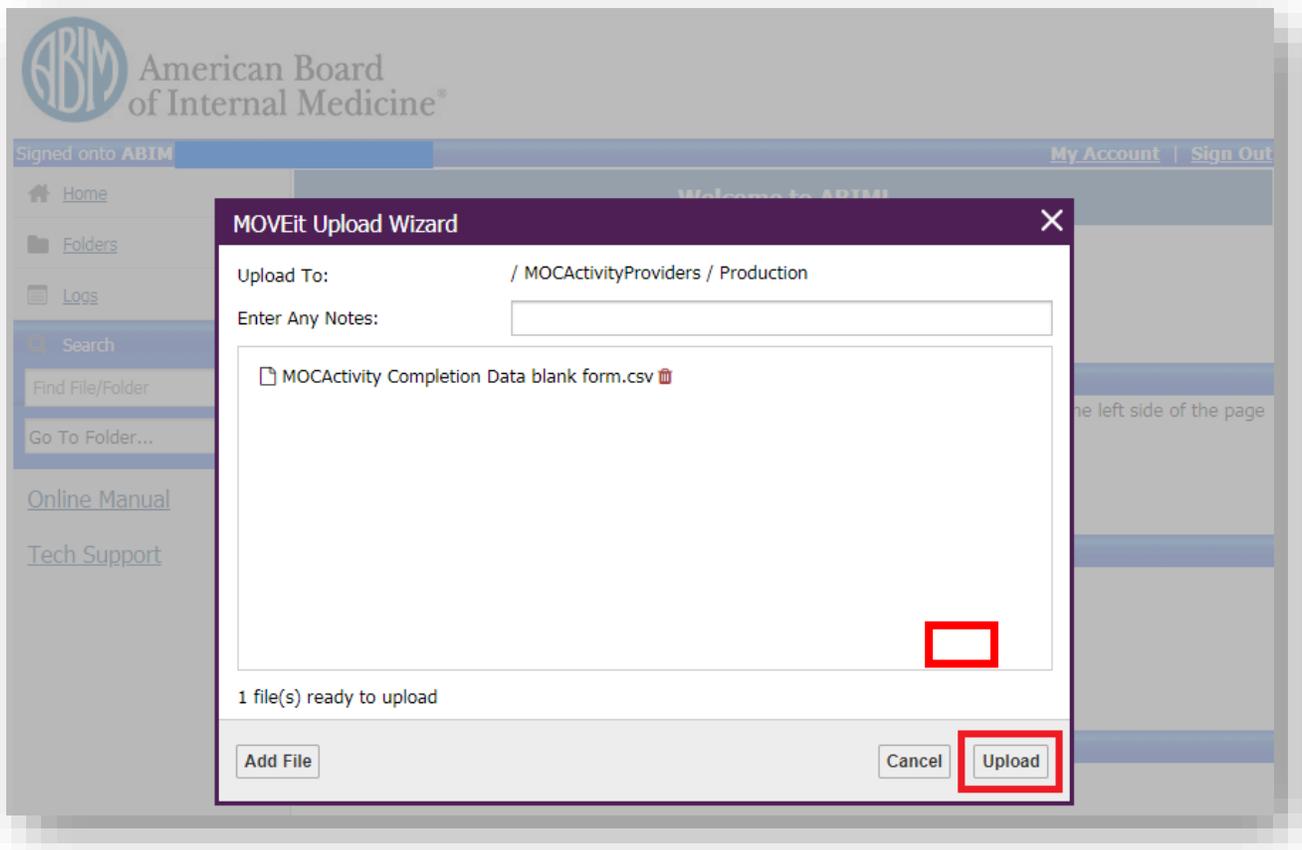
2.4.6 Click the **Add File** button.



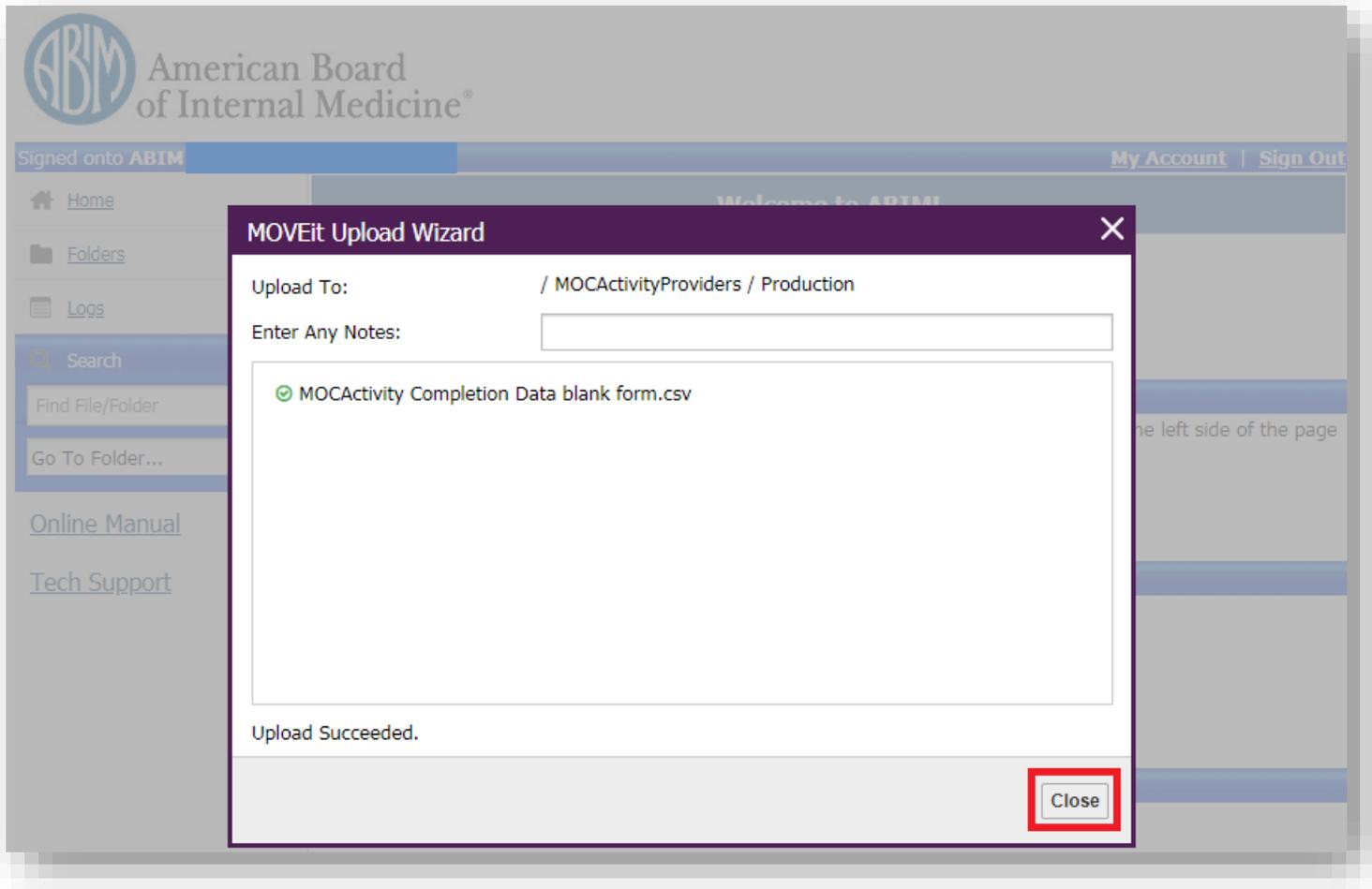
2.4.7 Navigate to the folder that contains your .CSV document for upload and click it. Then click the **Open** button.



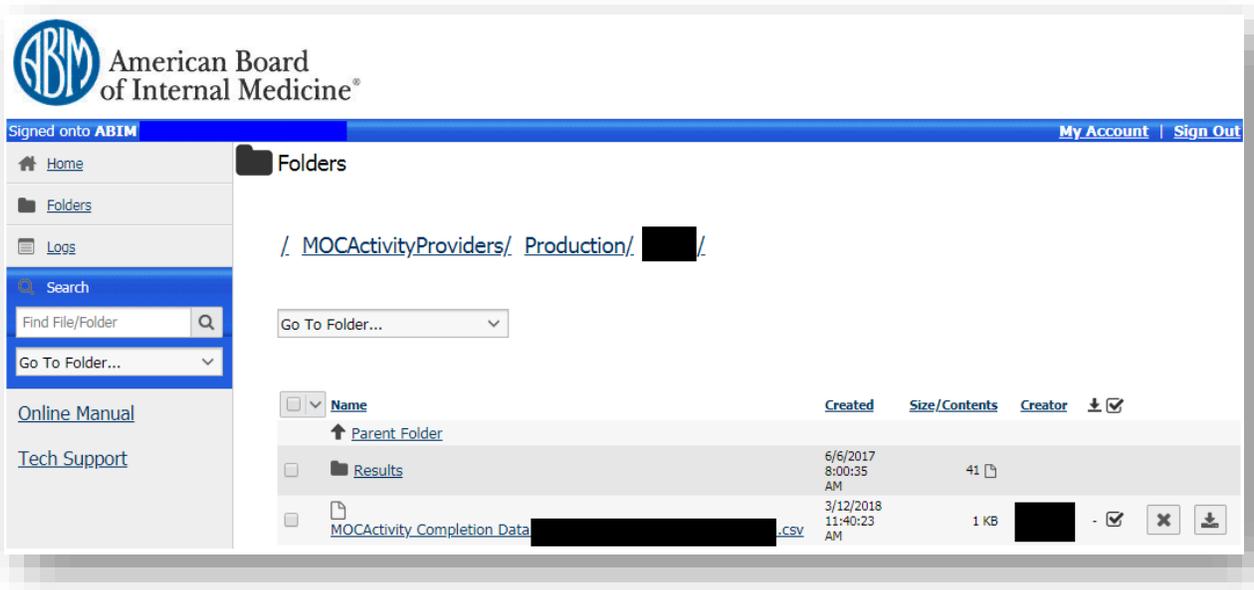
2.4.8 Click the **Upload** button.



2.4.9 Click the **Close** button.



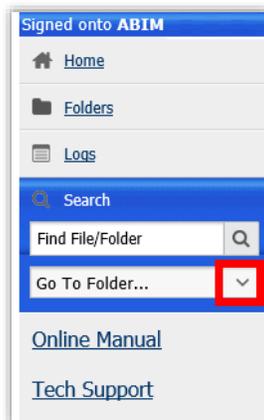
The upload process is done. Your document will appear in the list of files. You may click **Sign Out** or simply close your browser.



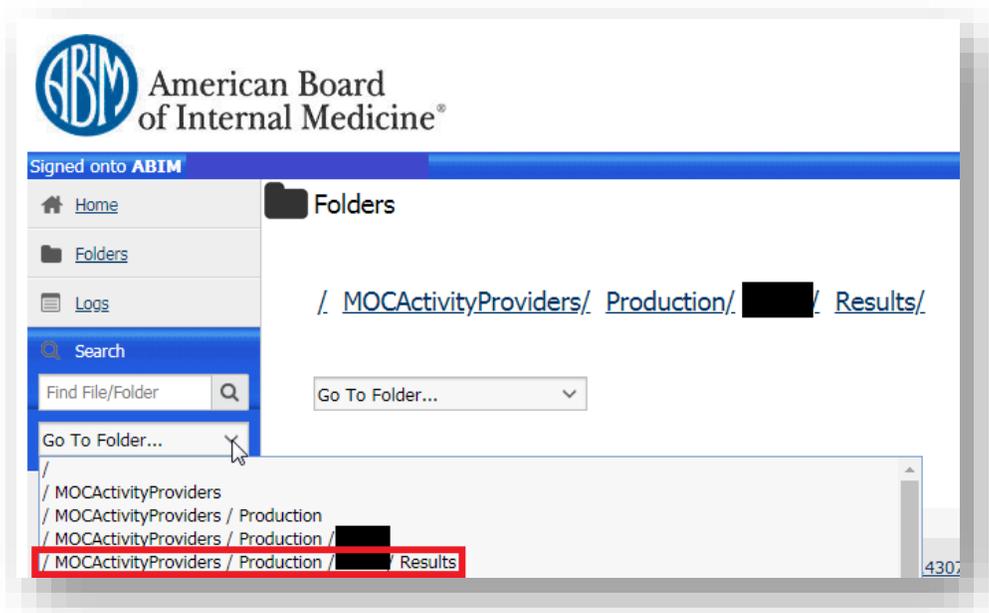
DOWNLOAD THE RESULTS FILE

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.



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



Signed onto ABIM My Account | Sign Out

Home | Folders | Logs

Search
Find File/Folder
Go To Folder...

Online Manual
Tech Support

Folders
/ MOCActivityProviders/ Production/ [REDACTED] / Results/

Go To Folder...

Name	Created	Size/Contents	Creator	Actions
Parent Folder				
[REDACTED] FileResults.csv	1/25/2018 4:41:10 AM	3.5 KB	[REDACTED]	✕ ⬇

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.



Signed onto ABIM My Account | Sign Out

Home | Folders | Logs

Search
Find File/Folder
Go To Folder...

Online Manual
Tech Support

Folders
/ MOCActivityProviders/ Production/ [REDACTED] / Results/

Go To Folder...

Name	Created	Size/Contents	Creator	Actions
Parent Folder				
[REDACTED] FileResults.csv	1/25/2018 4:41:10 AM	3.5 KB	[REDACTED]	✕ ⬇
[REDACTED] results.csv	2/13/2018 4:17:09 AM	1 KB	[REDACTED]	✕ ⬇
[REDACTED] results.csv	2/22/2018	1 KB	[REDACTED]	✕ ⬇
[REDACTED] lts.csv				✕ ⬇
[REDACTED] lts.csv				✕ ⬇

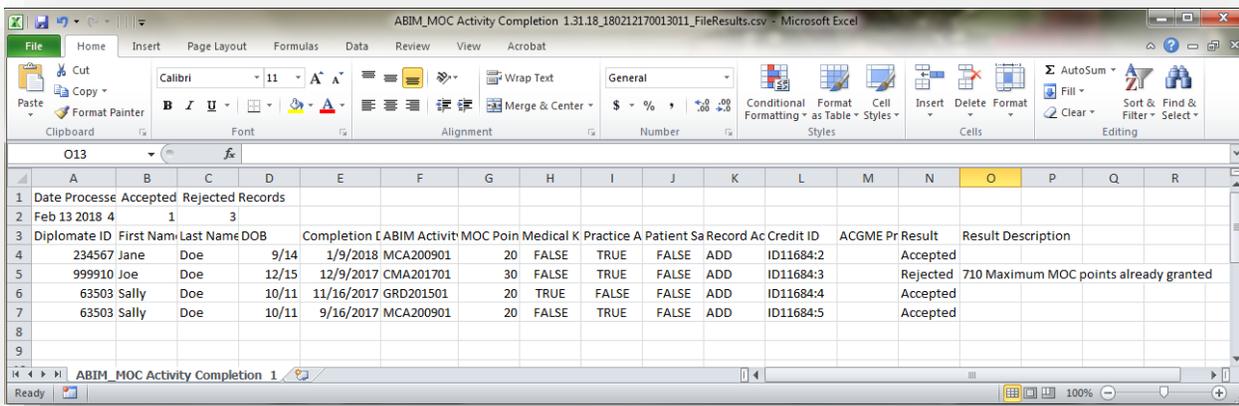
Downloads

[REDACTED] 3 KB Check

https://sftp.abim.org/human.aspx?r=478217012&Arg12=fileview&Arg11=1&Arg0...

ABIM_ABIM_Non-....csv ^ Show all ✕

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**.



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: http://www.abim.org/verify-physician.aspx
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-physician.aspx
670	Activity is not registered to grant participant the specified type of MOC credit	For example, an activity registered for Medical Knowledge may have been erroneously requesting Practice Assessment credit
706	Deadline 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 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 birth
1004	Missing completion date	Enter completion date
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
1011	Program ID invalid	The incorrect ACGME ID was entered
1012	MedicalKnowledgeApproval is invalid	Activity is not registered to grant Medical Knowledge credit
1013	PracticeAssessmentApproval is invalid	Activity is not registered to grant Practice Assessment credit
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
1016	CSV record failed insert into staging	This is an internal error code
1017	Invalid increment for MOC points	Contact ABIM at mocprograms@abim.org to troubleshoot
1018	The completion date is greater than the date submitted	Contact ABIM at mocprograms@abim.org to 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.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Diplomate ID	First Name	Last Name	DOB	Completion Date	ABIM Activity	MOC Points	Medical Knowledge	Practice Assessment	Patient Satisfaction	Record Action	Credit ID	ACGME Program Code	
2	234567	Jane	Doe	8/17	5/23/2017	CMA201701	30	FALSE	TRUE	FALSE	Delete	ID10546;4		
3														

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

REQUEST HELP

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