

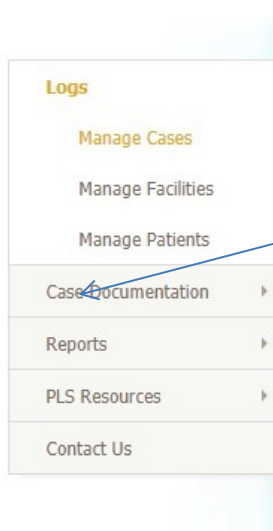
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## Instructions for Uploading Complete Case Documentation Using the Podiatry Logging Service for Surgery (PLS)

Welcome to the American Board of Foot and Ankle Surgery’s Electronic Case Documentation uploading process. Candidates submit their materials electronically in one of two formats. Written materials must be submitted in PDF format, and all visuals must be submitted in JPG, JPEG or PNG format. See the ABFAS Board Certification document for more information.

You can begin uploading your case documentation after receiving confirmation that the American Board of Foot and Ankle Surgery (ABFAS) processed your application and payment, approved your Facility Surgical Procedure List, and selected the cases for complete documentation.

To begin uploading case documentation, point your browser to the Podiatry Logging Service for Surgery (PLS): [www.podiatricssurgery.net](http://www.podiatricssurgery.net). This is the same site where you entered your cases and submitted your case list. Log in to the site using your PLS ID (also your ABFAS username) and password.



When the program opens, the panel shown in Figure 1 appears on the left of the screen.

To access your cases, click “Case Documentation,” and a dropdown appears. Click “Upload Cases,” and the screen shown in Figure 2 on the following page appears.

NOTE: “Upload Cases” will not appear in the panel until ABFAS enters the cases selected for full documentation.

Figure 1

# Uploading Complete Case Documentation

Home > Case Documentation > Upload Cases

## Upload Cases

[Instructions](#)

Foot   RRA   Submit

1 2 3 4 5 6 7 8 9 10 11

Date	Facility	Name	Gender	Birth Year	Proc	
8/7/2017	Test Hospital	Jane Doe	Female	1968	2.1.6	<a href="#">Details</a>

**Images**

[Upload](#)

**Surgeon of Record**

I am the Surgeon of Record  Yes  No

**Podiatric H&P/Assess**

[Upload](#)

**OP Report**

[Upload](#)

**Progress Notes**

[Upload](#)

**Consultations** Not applicable:

[Upload](#)

**Labs** Not applicable:

[Upload](#)

**Path Report** Not applicable:

[Upload](#)

**Intraop Anes/Circ RN record**

[Upload](#)

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Figure 2

## Uploading Complete Case Documentation

Candidates applying for the Part II Foot Surgery Certification examination or the Part II Reconstructive Rearfoot/Ankle Surgery examination see tabs numbered 1 through up to 11 at the top of the screen. Candidates applying for both Part II Foot Surgery and Reconstructive Rearfoot/Ankle Surgery examination see tabs under both categories at the top of the screen, numbered 1 through up to 22. Each numbered tab contains information from a case selected for full documentation.

There are two sections used for uploading materials. The “Images” section is for uploading all imaging materials. The labeled sections to the right beginning with Podiatric H&P/Assess, OP Report, etc. are for uploading PDFs of written materials.

Date	Facility	Name	Gender	Birth Year	Proc.	
8/7/2017	Test Hospital	Jane Doe	Female	1968	2.1.6	<a href="#">Details</a>

**Images**  
[Upload](#)

**Surgeon of Record**  
I am the Surgeon of Record  Yes  No

**Podiatric H&P/Assess**  
[Upload](#)

**OP Report**  
[Upload](#)

materials. The labeled sections to the right beginning with Podiatric H&P/Assess, OP Report, etc. are for uploading PDFs of written materials.

Select Yes or No depending on whether you are the surgeon of record.

Figure 3

### Preparing Documents for Uploading

Think in terms of assembling all materials for each Section in the order in which you want them read by the reviewer. Suppose you have 30 pages of laboratory results. Scan all 30 pages into one PDF. If you have too many pages to scan at once, you can create multiple PDFs. Keep in mind there is a maximum of ten PDFs per Section. Please refer to the [ABFAS Board Certification document](#) for details of the materials identified for each Section, as well as samples of the proper documents.

**\* Special note regarding missing material(s):** Candidates may have cases where documentation may be incomplete. Missing material may or may not, at the discretion of the committee, result in the disqualification of a case submission. Candidates must use caution when clicking the Submit button. **Once the Submit button is clicked, all cases are locked, and there is no opportunity to upload additional information.**

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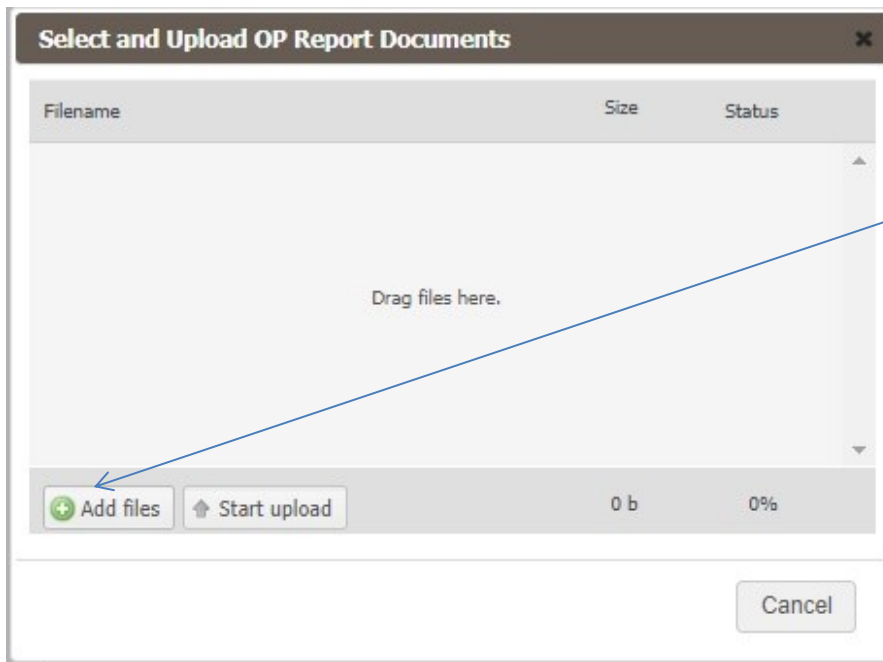
## Uploading Complete Case Documentation

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### Upload Documents

Files must be in PDF format. If your word processing software does not support PDF conversion, the easiest way to convert a document to PDF is to use a PDF conversion feature. This feature is built-in on Apple computers and in Windows 10.

Click on “Upload” links for each Section (see Figure 2). A box for that Section opens as shown in Figure 5 below.



To select the relevant files, click “Add Files” and browse to where the relevant files are located.

Figure 4

## Uploading Complete Case Documentation

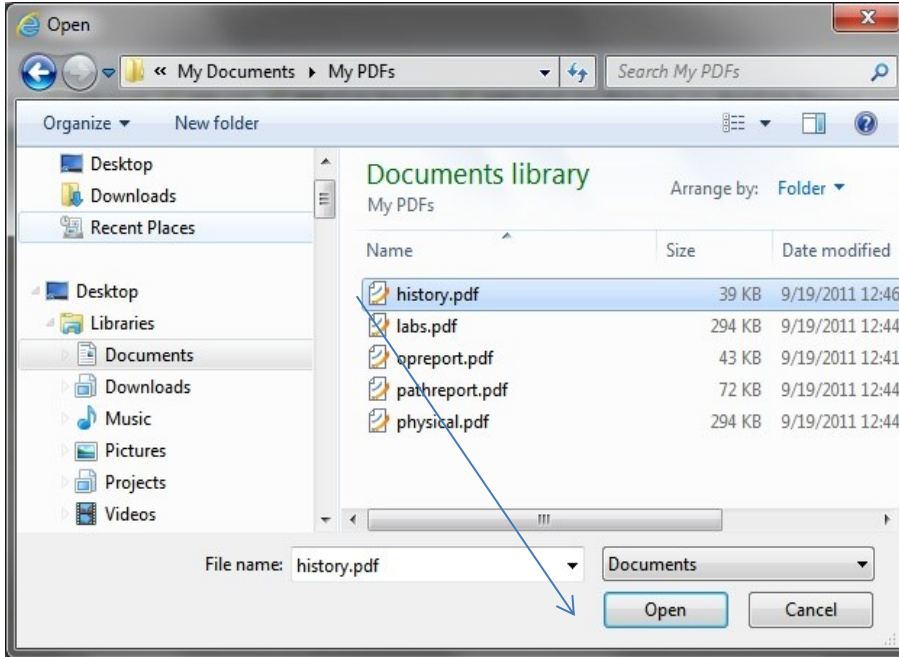
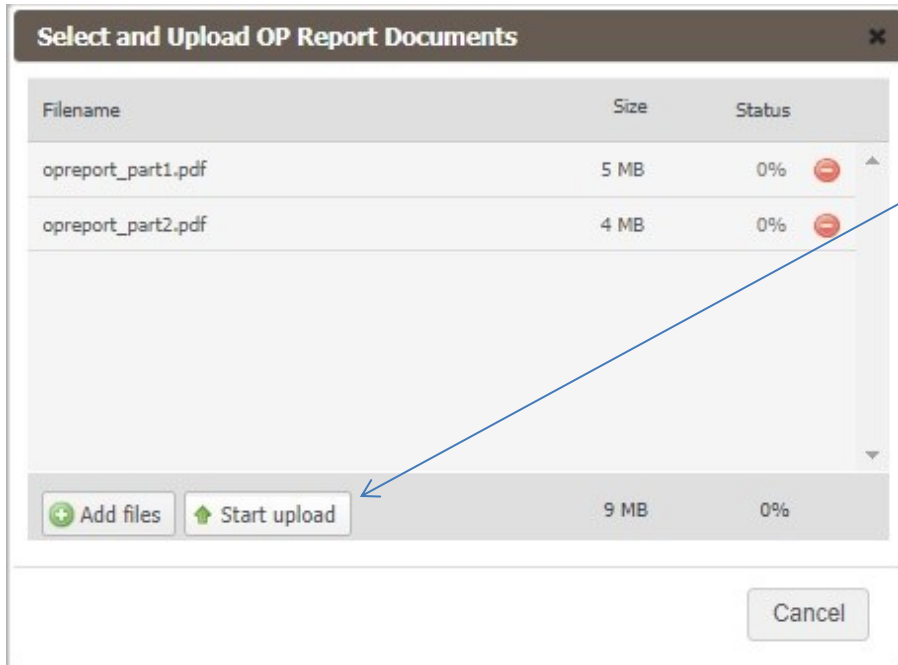


Figure 5

**Please make sure to add the files in the right order.** Again, think about what order you want the reader to review your materials. You can select **one** PDF file at a time. After selecting the PDF file, click “Open.” This will add the PDF to the selection box. Repeat this process until you add all PDFs for a Section in the selection box. (Figure 6)

## Uploading Complete Case Documentation



After adding all PDF files to the list, click “Start upload.”

The upload process may take some time. When completed the upload window will disappear.

Figure 6

Multiple files merge into one PDF during the upload process for each Section. The merged PDF cannot be modified. To add or remove a file from this merged PDF, delete the entire merged PDF and re-add all files in that Section.



Figure 7

If the Sections for Consultations, Labs or Path Report do not apply to the particular case, check the “Not applicable” checkbox in that Section.



Figure 8

## Uploading Complete Case Documentation

### Upload Images

Upload a maximum of ten images for each case. Click “Add files” and browse to the location of the images. Upload images individually in JPG, JPEG or PNG format. For more instructions on image requirements, please see Appendix E in the [ABFAS Board Certification Document](#).

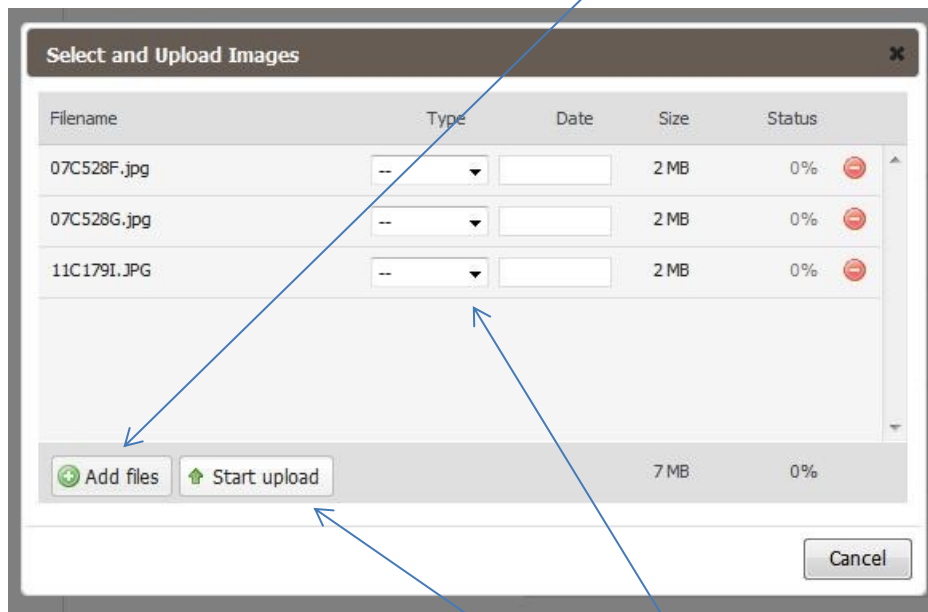


Figure 9

When you select the images for upload, use the dropdown arrow to select type, and enter the original date of the image. After adding all images for a case, click “Start upload.”

## Uploading Complete Case Documentation

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After uploading an image, if necessary, edit or modify its type and date by clicking on the “edit” link or delete it by clicking on the “delete” link.

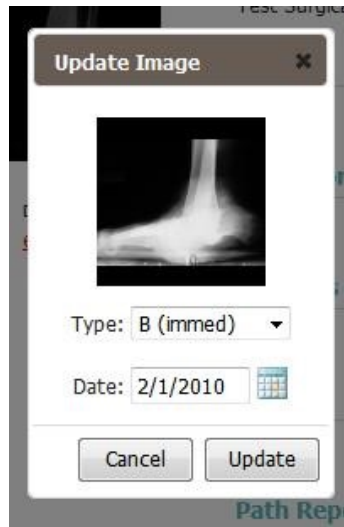


Figure 10



## Uploading Complete Case Documentation

After uploading all files for all cases, complete the process by clicking on the “Submit Cases” in the Submit tab. **NOTE: submitted Cases cannot be modified.**

Foot
RRA
Submit

**Foot Cases**

Category	1	2	3	4	5	6	7	8	9	10	11
Surgeon of Record	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Podiatric H&P/Assess	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
OP Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Progress Notes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Consultations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Labs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Path Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Intraop Anes/Circ RN record	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Images A (preop)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Images B (immed)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Images C (final)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

**RRA Cases**

Category	12	13	14	15	16	17	18	19	20	21	22
Surgeon of Record	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Podiatric H&P/Assess	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
OP Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Progress Notes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Consultations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Labs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Path Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Intraop Anes/Circ RN record	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Images A (preop)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Images B (immed)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Images C (final)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Submit Cases

Figure 11

## Uploading Complete Case Documentation

To view submitted Cases, click on “View Cases” in the left menu panel.

Home > Case Documentation > View Cases

Your cases were submitted on 3/17/2020.

Foot RRA Summary

Date	Facility	Name	Gender	Birth Year	Proc	Details
8/7/2017	Test Hospital	Jane Doe	Female	1968	2.1.6	<a href="#">Details</a>

**Images**

Type: A  
Date: 8/15/2017

Type: B  
Date: 9/1/2017

Type: C  
Date: 9/30/2017

**Surgeon of Record**  
I am the Surgeon of Record  Yes  No

**Podiatric H&P/Assess**  
[Case1\\_PodiatricHP.pdf](#)

**OP Report**  
[Case1\\_OPReport.pdf](#)

**Progress Notes**  
[Case1\\_ProgNotes.pdf](#)

**Consultations**  
[Case1\\_Consultations.pdf](#)

**Labs** Not applicable:

**Path Report**  
[Case1\\_PathReport.pdf](#)

**Intraop Anes/Circ RN record**  
[Case1\\_ARCN.pdf](#)

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Figure 12