

Preparing Your Hospital Logs for Upload

ABFAS does not require a minimum number of cases.

Please contact your hospital or surgery center and ask them to print out or provide you with an electronic copy of your case logs for the last two years. The document **must** be generated from your hospital or surgery center and include the following:

- Facility name
- Types of procedures
- Dates of procedures

Please note that patient names are optional. If they are included, there is no need to worry about confidentiality - ABFAS is HIPAA-compliant.

If the hospital provides you with a paper copy of your logs, you will need to convert it to an electronic form by scanning the document. Please save the file onto your computer before you start the registration process.

You will need to upload your hospital logs as a **single file**. Acceptable file formats are: PDF, Word, Excel, TXT and TIFF format. The size limit is 20mb.

Here are instructions for combining multiple files into a single PDF using Adobe Acrobat:

<https://helpx.adobe.com/acrobat/11/using/merging-files-single-pdf.html>

You only need to include logs from **one facility**. If you have logs from additional facilities, you may include them – _but you must be sure to combine them into **one file**. If you have more than two facilities, please include a cover sheet with the complete list of facilities.