

**AMERICAN BOARD OF UROLOGY**  
**CONTINUING UROLOGIC CERTIFICATION**  
**2024 INSTRUCTIONS FOR SUBMISSION OF**  
**ELECTRONIC LOGS**

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**Important notice concerning practice logs**

Practice logs must be submitted as a Microsoft Excel .xlsx file in the format that is delineated in these instructions. Logs that are not submitted in the format described in these instructions will be rejected and the Diplomate will be notified to resubmit their log in the correct format. Diplomates who need to resubmit their log but do not promptly resubmit a practice log in the prescribed format or do not submit a practice log will be required to explain their reason for not complying with the practice log requirement. Failure to submit a practice log in the year it is required may incur penalties or action against the Diplomate's certificate. Please read these instructions carefully and review the log prior to uploading it to your Diplomate portal. Practice logs must include all the required data for everything that is billed in your name during the six-month period that you choose for your log including all office visits whether or not a procedure is performed at that visit. Log submissions that are otherwise formatted correctly that do not include office visits will be rejected. Do not hesitate to contact our office if you have questions or need assistance.

**Please read all instructions carefully before preparing your log. It is imperative that you carefully review the data contained in your log submission. Your electronic signature is required on a Practice Log Verification Statement attesting that you have reviewed the data contained in your log submission and that it is a true, complete, and accurate log of your consecutive office visits and surgical procedures for the required time period. If, following review by the ABU Committee charged with reviewing logs, it becomes necessary to repeat processing on a log submission due to errors, oversights, or omissions, a \$500 fee will be assessed for this process.**

Step-by-step instructions for preparing your log are attached to this sheet. You must submit a Microsoft Excel workbook (.xlsx file) which includes all locations where you practice. The locations may be combined on one worksheet or may be on separate worksheets. You do not need to separate adult and pediatric cases, and do not need to provide a summary.

You may download the [template](#) from our website, [www.abu.org](http://www.abu.org).

Note: if portions of your practice do not use the AMA codes or if you do not have Excel, call the Board office for instructions. If you do not have the capability of exporting from your billing system, you have two options: 1) you can manually add your data to the log template which you may download from our website; or 2) the Board office will contract with a data entry person to type your log from the data you submit for a fee of \$500 (the deadline for data to be submitted for this option is April 15th. Call the Board office for further details about the criteria for data submission for this option).

**Your practice log must be between 160 –180 days in length (for example: July 1 – December 31) chosen from the 18-month period between [August 1, 2022 and January 31, 2024](#). All facilities where you practiced during the six- month reporting period must be included in your practice log and must include the **same six months**. Do not submit a log with a length of more than 180 days: any additional days will be deleted.**

**[Your log must include all office visits](#) (whether or not a procedure was performed at the same visit), **and all procedures** that are performed by you or by physician health care extenders including nurse practitioners, physician assistants, or other auxiliary health care professionals in your name.**

Your log **must be submitted in the exact format pictured in # 6** of these instructions. Logs that do not meet format criteria will be rejected and could result in action against your certificate. Before submitting your log, be sure it meets all specified criteria, or it will be returned to you for correction.

**It is recommended that you retain a copy of your log submission in the event modifications are needed or the Board has specific questions.**

You **must** submit your completed log to the Board office via the document uploader in the Diplomate portal.

If you have questions after thoroughly reviewing the attached instructions, please call the Board office for assistance. The phone number is (434) 979-0059.

**The deadline for practice log submissions is June 1, 2024. Logs submitted after June 1 will be assessed a \$750 late fee. No logs will be accepted after June 15, 2024.**

**MANDATORY FORMAT FOR ELECTRONIC PRACTICE LOG SUBMISSION**

In order for this electronic submission to work properly, you will need to output or export data for all office visits and procedures for 6 consecutive months within the allowable date range from the billing system for each location where you practice. Many billing systems have an export functionality or “wizard”, that, when accessed, will start a step-by-step process that will assist you in your export to an Excel (.xlsx), comma-delimited (.csv), or text format file. It may be necessary for you to consult the vendor who supplies your billing software if you have questions about how to do this export. The Board office does not have knowledge of specific billing software and cannot answer billing-software-specific questions for you.

Your submission may include one workbook that combines separate worksheets for multiple locations, separate worksheets for each location, or variations of that, depending on your billing system. All of these are acceptable.

**Step-by-step instructions for creating your electronic log:**

- 1. Export the data.** When asked, you will need to choose the option that allows you to export the data listed below. The instructions that follow are for a .csv format or comma-delimited format. (Specific required formatting for your submission is showing #2, below.)

				<u>Export As:</u>
Column A	Case #	Text		Unique Identifier, up to 20 alpha-numeric characters
Column B	Patient Age	Text		Number between 0 and 110
Column C	Date	Date		Date of office visit or procedure (*m/*d/yyyy)
Column D	ICD-9 or ICD-10	Text		Primary diagnosis code (include decimals and leading zeroes)
Column E	CPT	Text		A single CPT code, E&M code, ICD-10 PCS or HCPCS code
Columns F- G	ICD CODEs	Text		Additional ICD codes, one to a column, if applicable

- 2. Save this file to a computer disk drive** where it can be opened using Microsoft Excel. Open the file in Excel. Save the file as a Microsoft Office Excel .xlsx workbook file named "**CUCLog.ABU number**", inserting your ABU number in the file name; for example: CUCLog.15361.xlsx. (Your ABU number is on your certificate and on your letter notifying you of this year’s CUC requirements.)

The practice log generated from your billing system will now be visible in Excel as a worksheet. It should look like the example below. Be careful to not change any values in the data.

	A	B	C	D	E	F	G
1	C82618	66	7/4/2022	L02.31	10140		
2	82370	39	7/5/2022	N20.1	52356		
3	82371	53	7/5/2022	N20.1	52310	N39.0	Z46.6
4	82372	77	7/5/2022	N13.2	50590	N39.0	Z96.0
5	82373	73	7/5/2022	N20.1	52356	N13.5	
6	82374	77	7/5/2022	C67.9	52235	N30.20	
7	82377	89	7/5/2022	N47.1	54161		
8	82397	64	7/5/2022	N47.1	54161	N47.2	
9	82398	29	7/5/2022	N20.2	52356		
10	82537	28	7/5/2022	N13.1	52332		
11	C82334	86	7/5/2022	C67.2	51700	Z51.12	

- 3. Format the columns.** All columns other than the date should be formatted as "text".

Using the template provided, complete column B, rows 1-6; and row 7 by typing in the entries as shown in the figure below in #6.

Note: If you do not use the template, insert 7 rows at the top of the worksheet for the header.

4. **Complete the header information as follows. The heading information in rows 1-7 is required on each worksheet.** This heading should only be at the top of each worksheet. DO NOT put it at the top of each computer screen view

a. **In column B, row 1, type your ABU Number.**

b. **In column B, row 2, type your Last Name** with no punctuation. Do not put your first name, initials, suffix, or degree.

c. **In column B, row 3, select your Practice Type.** It must be a single value selected from one of the following, spelled exactly like this, *in all capitals*. No other values are acceptable.

- ANDROLOGY
- GENERAL
- ENDOUROLOGY
- FEMALE
- INFERTILITY
- ONCOLOGY
- PEDIATRIC
- UROLITHIASIS

d. **In column B, row 4, type your Location Name.** This is the name of the facility where the office visits occurred, or the procedures were performed. The location name must be unique for each setting, for example: ST. MARY'S HOSPITAL, ST. MARY'S AMBULATORY SURGERY, ST. MARY'S CLINIC, Urology Associates of Rochester, etc.

e. **In column B, row 5, select the Clinical Setting.** It must be one of the following that best describes the setting in which the office visit occurred or the procedure was performed. No other choices are acceptable. If the setting is not exactly one of these, or if all of your office visits and procedures are listed on one worksheet, use the **one** which most closely describes the type of setting.

- OFFICE
- HOSPITAL
- AMBULATORY CARE CENTER

f. **In column B, row 6, select your class exactly as follows:** **4CUC 2024** if your original certification was in 1985; **3CUC 2024** if your initial certification was between 1986 and 1995; **2CUC 2024** if your initial certification was in 2003, 2004 or 2005; **1CUC 2024** if your initial certification was in 2013, 2014 or 2015. (It must be entered exactly like this –all capitals and a space between CUC and 2024.)

5. **Case data must begin in row 8. The data columns in each worksheet must be in exactly this**

a. **Column A: Case #.** Each patient must have a unique number. The number can contain numbers and/or letters. It should be a number that you can use to locate a specific patient in the event the Board has questions. In order to comply with the HIPPA regulations, it cannot be a name or social security number that would identify the patient. If you need to assign numbers because of this, keep a list of the patients that correspond to those numbers for your records in the event there are questions.

b. **Column B: Patient age.** Do not put anything in this column but a number. Do not put "years", "yrs.", "months", etc. Do not enter the date of birth. If a formula is used to calculate the

ages, the formula must be removed from the cells and only the values should be listed.

**c. Column C: Date of service.** The cells in this column must be formatted as “date” and must be in mm/dd/yyyy format. No other format is acceptable. (It is not necessary to put leading zeroes to make the month and day two-digit.) **Sort each worksheet by date in ascending order.** Then review to ensure you have included the correct number of months and that they are within the acceptable range

**d. Column D: ICD-9 or ICD-10 (Diagnosis) Code.** The cells in this column must be formatted as “text.” Put the primary diagnosis code in this column. The decimal point must be included. Be sure required leading zeroes are visible, as in the 078.11 ICD-9 code, or the record will be rejected. If there are additional diagnoses, put these in columns G, H, I, etc., with only one code per column. (Only the primary diagnosis is required.) See the examples in #6, rows 9 and 13.

**e. Column E: CPT (Procedure) Code, E&M (Evaluation and Management) Code, ICD-10 PCS Code or HCPCS Level II Code.** All cells in this column must be formatted as “text”. Put only one code in each cell in this column. Each CPT code must be listed on a separate row. Modifiers are not required. If you include a modifier, it must be formatted as follows: CPT code, no space, hyphen, no space, and then the modifier (for example: 53420-77). ICD-9 PCS codes are not acceptable.

If a procedure is performed on the same patient at the time of the office visit, or multiple procedures are performed at the same time, put the data on separate rows. You will have one row with the office visit (E&M) code, and/or separate rows for each procedure (CPT, ICD10PCS) code. In this case, all cells in the second and subsequent rows will be the same, but with a different CPT code.

**6. Compare your worksheets to the example below. Each of the final worksheets must have the following format.**

Case Identifier *READ comment !*	Patient Age on Date of Service Enter a number only. Do <b>NOT</b> enter any text such as 'day', 'mos.' or 'yrs.'	Date of Service enter 'mm/dd/yyyy' <b>REQUIRED (one per cell)</b>	PRIMARY Diagnosis Code ICD-9 or ICD-10 <b>REQUIRED (one per cell)</b>	Procedure - CPT, E&M, HCPCS code <b>REQUIRED (one per cell)</b>	Add'l Diagnoses ICD-9 - or - ICD-10 (optional) MAY be left blank	Add'l Diagnoses ICD-9 - or - ICD-10 (optional) MAY be left blank
107627	89	8/5/2022	C67.2	99214		
107627	89	8/5/2022	N39.41	51798		
107627	89	8/5/2022	R35.0	81000		
107627	89	8/5/2022	Z85.51	52000		
108789	80	8/5/2022	N34.2	99213		
108789	80	8/5/2022	N35.92	53661		
108789	80	8/5/2022	N39.41	51798		
108789	80	8/5/2022	R39.15	81000		
137536	81	8/5/2022	N30.20	81000		
137536	81	8/5/2022	N30.20	99213		
137536	81	8/5/2022	R35.1	51798		
161075	33	8/5/2022	Z30.2	55250		
100181	77	8/8/2022	N30.80	99213		
100181	77	8/8/2022	N32.81	51798		
100181	77	8/8/2022	R35.1	81000		
101133	77	8/8/2022	N40.1	99214		
101133	77	8/8/2022	R35.1	81000		
101133	77	8/8/2022	R39.12	51798		
111303	74	8/8/2022	R35.1	81000		
111303	74	8/8/2022	R39.12	51798		
111303	74	8/8/2022	Z85.528	99214		

## 7. Additional information:

**a. The data in columns A-F must be in the exact order specified above.** If your log data is not in this exact format, it will be returned to you for re-formatting. If your billing data gives other columns, delete them. If there are additional rows that are not to be included in your log, delete them. Do not hide rows or columns to make your log look like the format above - the software will see the hidden columns and reject your log, and it will be returned to you for correction.

**b. Do not list any items that are not billed** such as cancelled appointments, those listed as “no show”, requests for medical records, meetings with attorneys, etc. Delete each of these rows before submitting your log.

**c. Delete any blank or hidden worksheets in the workbook.**

**d. Your log file must be submitted as a Microsoft Excel workbook .xlsx file.** Formats including XML, HTML, PDF or any other format **are not acceptable and will be returned to you for correction.**

**e. Confirm the accuracy of your practice log submission.**

It is imperative that you carefully review the data contained in your log submission. Your electronic signature is required on the online Practice Log Verification Statement attesting that you have reviewed the data contained in your log submission and that it is a true, complete, and accurate log of your consecutive office visits and surgical procedures for the submitted time period. If, following review by the ABU committee charged with reviewing logs, it becomes necessary to repeat processing on a log submission due to errors, oversights, or omissions, a \$500 fee will be assessed for this process.

## 8. Submit your log to the Board after you have verified that all criteria have been met.

To submit your practice log to the Board, please go to your Diplomate portal at this link: <https://portal.abu.org/login>. You will then enter your User ID and Password to enter your secure account. When you have successfully logged in, click on Practice Log under the Required Documents category from the diplomate dashboard. On the screen that opens, scroll down to find the Practice Log section. Click on the “Browse” button and locate your practice log on your device. After selecting your practice log file, click on the “Submit” button to submit your practice log to the Board.

**The deadline for practice log submissions is June 1, 2024. Logs submitted after June 1 will be assessed a \$750 late fee. No logs will be accepted after June 15, 2024.**