

BCD QUICK TIPS

- Don't forget to click the **Logout button** when you are finished using BCD. If you click the red X in the top right corner of your browser you are not actually logged out. The system will time out in twenty minutes. That username and password can't be used during that time period. By clicking the Logout button you have closed the session and that username and password can be used immediately to login again.
- Need help using the **Batch Search** feature? Be sure to read the instructions about how to set up your file before running the search. The instructions can be found on the **Batch Search** page by clicking on the link to the right of the Browse button. For further assistance contact abms.feedback@elsevier.com.

INSIDE THIS ISSUE:

Certified or Not Certified	1
My Alerts Reminder	1
Visit Our Booth	2

Certified or Not Certified-That is the Question

Many of the time-limited certificates issued by the 24 ABMS Member Boards have an end date of 12/31/xxxx. This can create confusion when reviewing such profiles early in the following year if the Member Board hasn't submitted data yet about re-certifications. For example, profiles with a certification end date of 12/31/2012 may appear to be expired at the beginning of 2013. The diplomate **is considered certified** despite an end date in the past UNLESS the **NOT CERTIFIED** label is displayed on the profile.

The Member Boards have a 90 day period in which to provide the certification data to ABMS, who then provides it to Elsevier. During that grace period, the diplomate's status is still Certified until the updated record is received. If you have a concern about a specific profile on BCD, you can contact our Editorial team to research that particular individual's status. Click on the Contact us page on BCD to reference their email address and phone number.

No Worries! My Alerts Keep You Informed

Do you ever wish that someone would just **tell** you when the information changes about a certain physician or group of physicians? Something that would help you keep track of physician information without constantly re-checking? **We can!**

As a subscriber to BCD you have access to the My Alerts feature. It will help you keep track of specific records and alert you when there are changes. You can choose to be notified when there are any changes to a profile or only when there are changes to the board certifications.

With My Alerts you have the ability to save individual records using the Save Specialists feature or to save the results that match a group of factors using the Save Search Results option.

Search Results



continued...

Elsevier
3251 Riverport Ln.
Maryland Heights, MO
63043

Editors:
Becky Harlow
r.harlow@elsevier.com
JoAnn Amore
j.amore@elsevier.com



We will attend the following conferences in April. Please stop by our booth.

- National Association of Physician Recruiters and National Association of Locum Tenens Organizations (NAPR & NALTO) Conference – April 10-12 – Lake Buena Vista, FL
- New Jersey State Association Medical Staff Services (NJSAMSS) – April 25-26 in Atlantic City, NJ

Find us on Facebook under
BoardCertifiedDocs.com.

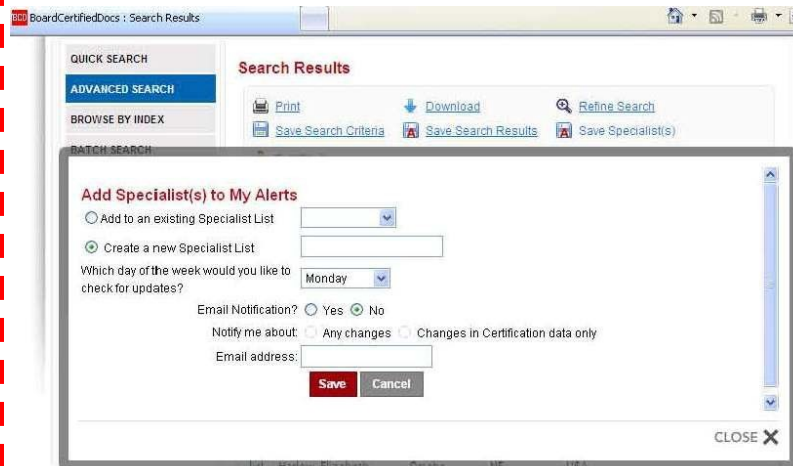


...continued from page 1

For example, you can **build a list of specific physicians** and add them to an existing list. If you search for physicians by name, check the box to the left of the physician's name on the Search Results page and then click on the Save Specialist(s) icon. A pop up window will open and you will have the option to Add to an exist-

ing Specialist List or Create a new Specialist List. The Save Specialist(s) icon is also available on individual profiles.

If you're in a large facility, you may want to organize your Alerts lists by Specialty



(Emergency Medicine, Pediatrics, Pathology, etc), then add each physician to the applicable list. Keeping lists to a maximum of 200 to 250 will improve performance and make them easier to manage.

If you search for specialists who meet certain criteria you have the option to save your search results. For example if you search for Urologist in Missouri, you might save that list of results with the title Missouri Urologists. Alerts will be sent for Saved Searches when data is updated for one of the physicians in those results and when new physicians are added to the database who match the elements you searched for to create that list. You can also edit your saved search at anytime to remove or add profiles.

For more information about My Alerts, reference the August 2012 issue of The Buzz. It can be found on the BCD home page under The Buzz tab. Additional

information is also available on the Help page of BCD. You can access this page after login by clicking the Help button in the left menu column.

