Board Certified Docs

Mini User’s Guide for Physician Recruiters

We know that physician recruiters use the Board Certified Docs (BCD) website differently than other subscribers. This Mini User’s Guide will help you navigate the different search features as they relate to your needs.

I. Advanced Search Basics:
   - You can use any combination of more than 25 available search fields on the Advanced Search form when searching for candidates to recruit for an open position. Several fields include a word wheel. Type in the first few characters of the word you are searching for and a list will display with suggestions based on the data that is present in the database.
     1. **Please note:** for the best search results, use the data that is most important to you. In order to return results from your search, the record has to be an exact match to the information provided on the Advanced Search form. All of the search fields are joined together by the ’AND’ operator. Therefore, all of the search criteria entered has to be contained in each record in order for it to appear in your results. If no results are returned, reduce the number of search criteria fields used in your Advanced Search.
     2. You may also use the wildcard (*) search. Wildcards can only be used with the Last Name, First Name, City and Medical School fields. For example, in the Medical School field you can enter Florida* and receive results for specialists who have attended institutions that include Florida in the title. This covers a wide range of medical schools with Florida in the title rather than searching one by one.

II. Advanced Search Examples:
   - You can target specialists who match the specific needs for an open position by using various fields on the Advanced Search form.
     1. Select a certification or sub-certification from the applicable drop down list and then click the Search button to review your results.
     2. To search using multiple certifications, select an option from the drop down menu in the Certification field and then click on the button. Another box with a drop down menu will be displayed for you to select a second certification. To the right of the first
certification field you will find a small box with a drop down menu offering two options: the 'OR' operator and the 'AND' operator. By selecting 'AND' you are requesting results for physicians who are certified in both (or all) specialties selected. By selecting 'OR' you are requesting physicians who are certified in at least one of the specialties selected. For example, if you want Pediatricians who are also certified in Orthopaedic Surgery you would use the 'AND' operator.
3. You can also search by a desired geographic area, including one or multiple states. For example, you can find Emergency Medicine specialists on the West Coast by selecting that certification then selecting multiple states from the list in the State/Province field under the Location section. NOTE: when you use the State/Province field you will receive results with specialists who have a primary or secondary address in one of the states selected.

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<td>Board</td>
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<td>Certification</td>
<td>Emergency Medicine</td>
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<td>Sub Certification</td>
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<td>Focused Practice</td>
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<td>Certification Year</td>
<td>From [ ] To [ ] the initial certification year applicable</td>
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<td>Expiration Year</td>
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<td>Certification Status</td>
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4. If you want to find specialists who may not be currently located in the region where your position is located, but who were born in that region, you should select the applicable state(s) from the Birth State field under the Personal Information section. Using the example above you would need to clear the State/Province field and start a new search using the Birth State and Certification fields.
5. The field titled Licensed in, is another option on the Advanced Search page. You can search for a list of physicians who are licensed in one or more states by selecting the state(s) from the drop down menu. For example, if you want a list of physicians licensed in Missouri who are also certified in Family Medicine, select Family Medicine from the Certification drop down menu and then Missouri from the drop down menu for Licensed in.
6. You have the option to select AND or OR when selecting multiple Licensed states. If you select AND your results will include physicians who are licensed in all those states. Use AND if you want physicians licensed in multiple states. If you select OR your results will include physicians who are licensed in at least one those states.

Please note: searching on state(s) from the Licensed in field is not the same as searching on the State/Province field under the Location section. For example: Family Medicine physicians who are also certified in Hospice and Palliative Medicine and located in Missouri may be licensed in several other states. If you include selections from both fields (Location and Licensed states) in your criteria, you may receive limited results because the operator between separate fields is AND. So, choosing “Missouri or Illinois” for location plus “Licensed in Missouri or Illinois or Indiana” will result in 62 records to review. If the location state is not included in the search example above you will receive 111 records.
The profile on BCD will display all active state licenses and if there are more than five, click the additional states link to view the full list.

7. Additional states will be displayed when the profile is printed or downloaded as long as you use those links at the top of the page.

The links are available from the Profile page and the Search Results page. NOTE: Initiating print from the browser menu or icon will result in a copy of the profile that does not include any states over five.
8. The Advanced Search page also allows you to search by Certification Year. This can be helpful if you want only a list of specialists practicing for a specific period of time. For example, if you want to find an ObGyn who has been practicing for at least 10 years you can select Obstetrics & Gynecology from the Certification field and then select 2005 in the Certification Year From and To fields.

9. Please NOTE it is not necessary to select all three of the following search fields: Board, Certification and Sub Certification for one search, and doing so may limit your results in an undesired way.
   - To obtain a list of specialists who have a particular sub-certification, (some of which are offered by multiple boards) select only from the Sub Certification field. That will produce a list of specialists with that sub-certification, regardless what board they come from or what general certification(s) they hold.
   - Only use multiple fields when you want ALL criteria to apply. For example, if you are looking for specialists in Sports Medicine (offered by multiple boards) who are also Pediatricians, then select from the Board and Sub Certification fields.

A chart displaying the certifications and sub-certifications offered by each ABMS Member Board can be found on the Resources page of BCD. A list of the certifications offered by multiple boards can also be found on the Resources page. Click on the link titled Certificates Offered by Multiple Boards.
Once you complete the desired fields on the Advanced Search form, click the Submit button. The Search Results page will be displayed and include the records that match your combination of elements.

- If you want to modify your search criteria to narrow – or widen – your Search Results, click the link to Refine Search, at the upper right side of the page, to avoid starting from scratch.
- If you plan to run this search again, or one very similar to it, you can Save Search Criteria by clicking that link in the top section of the results page.
- Use the Save Search Results link if you want to save the list of specialists currently displayed. You will also have the option to create an Alert for this list if you want to be notified via email if there are changes to those profiles or when new specialists are added to the database that match your selection criteria.

III. Combined Search (Advanced plus Index):

  - The Advanced Search is more exact than an Index search since it utilizes specific fields and standardized data. However, the Indexes allow you to search on portions of the database that aren't represented in the Advanced Search fields, such as past affiliations or locations, as well as data variations and abbreviations not found on the Advanced Search form. The combined search provides the ability to search using both methods at one time, since they access different kinds of data. A condensed version of the below instructions can be found on BCD by clicking the icon on the Browse by Index page or Advanced Search Results page.

This can be especially helpful if you’re trying to identify specialists who may have some affiliation with the geographic region for which you’re recruiting, but who are not currently located in that region. For example, if you are recruiting for a Child Psychiatrist position in Colorado, you may want to identify specialists in this field who previously worked or completed a residency in Colorado. In your search results you may find a specialist who is interested in returning to the area.

If you are running this type of search, be sure to clear any geographic requirements from the Advanced Search form first, or your results will be limited to specialists who have a current address in the state entered and a past training or hospital appointment in that state, as well.
To use elements from both the Advanced Search form and the Index(es) start with an Advanced Search. Fill in the crucial fields, such as the certification and/or sub-certification. Once you click Search and receive your search results you can narrow the results by clicking on the “Filter results with Index(es)” link located just above the search results list. In the example below, the search is for Psychiatrists with a sub-certification in Child Psychiatry.
Select one of the indexes from the Browse by Index drop down menu, located to the right of the “Filter results with Index(es)” link. **Please note:** If you have a pop-up blocker activated, you may receive a message asking if you want to always allow pop-ups from this website. Select that option to use the Browse by Index feature whenever you return to this site. In this example, Institution Affiliation is the selected index.
- Type the first few characters of the term you’re seeking in the Filter box to jump to that section of the Index. For example, if you are searching in the Institution Affiliation index for Colorado, type “colo” in the filter box. A list of records starting with those characters will be displayed. Continue to type characters in the Filter box as necessary. It may be necessary to press Enter to view your results. The index is the full list in our database. It will not be filtered with your Advanced Search results until you have selected one or more items to be added to your Search Criteria (following the instructions in the next step).
Once you have a list from the index, click on the check box to the left of each entry you want to include, and then click the Add to Search button. All selected records will then appear in the Search Criteria box.
Click the red Search button to view the results from your Advanced Search that also match ALL of the elements in the Search Criteria box.

You may also receive search results that have several variations listed. For example, university names might be abbreviated. Our database reflects many variations based on information provided by the physicians. NOTE: We recently completed a cleanup project of our database to try to standardize the names for hospitals and medical schools. Therefore, abbreviations used in the past may now produce different results.

IV. Modify Your Combined Search:

If your results were too limited, you may have included too many criteria that conflict with each other. Remember that for a match to be returned, it must include ALL of the criteria you have selected. You may also find that your results list is still too big. Removing criteria can help modify your list. To change the active Search Criteria:

1. Click on any item in the Search Criteria box. The Remove button will then become active. You may select multiple items by holding down the CTRL or Shift key. In the example below we
filtered the results of our Advanced Search for Family Medicine physicians who have been certified for ten years with two indexes (City/State and Membership). We received four specialists.

2. Click on the Remove button and the items(s) selected will move to the Remove Criteria box. NOTE: once you have selected criteria from one or more indexes, the Removed Criteria box will act like a holding bin, so you don’t have to start from scratch if you remove any criteria from your active search. Criteria can be removed or added back into the criteria box at any time UNLESS you click the Clear All button. Once that button is clicked, all of your index criteria will be deleted and you will need to select criteria from indexes again if you want to filter the results from the Advanced Search.
3. Click the Search button again to obtain results that match your search results from the Advanced Search page which have been filtered by the Criteria that still remains in the Search Criteria box. In the example below the previous list of four is increased to seven specialists.

![Search Results](image)

4. If you want to add criteria back into your active Search Criteria box, click on any item in the Removed Criteria box. The Add button will then become active.

5. Click on the Add button and the selected item(s) in the Removed Criteria box will move back to the active Search Criteria box.

6. If you still have one or more items remaining in the Search Criteria box, click the Search button to view results matching all of the items that match the combination of your Advanced Search results plus the criteria that now appear in the Search Criteria box.
7. You also have the option to change your original search by clicking on the Refine Search link on the Search Results page. In the example below we expanded our certification time period from 10 years to 20 to generate a bigger list. The revised Advanced Search is filtered with the item(s) still in the Search Criteria box. Our list of seven specialists has now increased to 27.

The chart displaying the certifications and sub-certifications offered by each ABMS Member Board can be found on the Resources page of BCD. Click on the link for ABMS Specialties and Subspecialties to review the current chart.