



APPLICANT FOR FELLOWSHIP – SURGICAL LIST INFORMATION

Part of the Fellowship application process includes submission of a surgical case list reflecting a one-year period. This information is intended to serve as an index to the volume, variety, and character of an applicant's surgical experience.

The ACS cannot accept a surgical list that contains confidential patient information. The list needs to be HIPAA compliant with no patient identifiers. If a list that contains patient identifiers is submitted, it will be immediately destroyed and we will contact you to provide a new list.

Examples of patient identifiers include:

- Name
- Birthdate
- Gender
- Medical Record Number
- Patient Address
- Billing Information

To submit your surgical list, please log-in to the ACS website at www.facs.org and select "My Profile" (located at top of webpage). Under "Quick Links" please click on the "Upload Surgical List" link to submit your list. You will receive a pop-up box confirming that your surgical list has been received and accepted as part of your application.

- **The surgical list must reflect the most recent 12 months**
- **The surgical list must have a description of all cases, dates or date range and a total for all cases**
- **All surgical lists must be in Excel or PDF Format**
- **Your surgical list must include your name as the file name (for example, Smith J Case list)**

Please choose from the following options to generate an acceptable surgical list:

Option 1 – Use the Surgeon Specific Registry (SSR) system

Associate Fellows who have been logging their surgical cases into the Surgeon Specific Registry (previously the ACS Case Log) may generate a surgical summary from this system. For any questions, please email ssr@facs.org or call 1-312-202-5408.

Option 2 – Generate your own case list

You may generate a list of cases from your own records. **The list may not contain patient identifiers or billing information.** The list must include a description of the procedures (a list of procedure codes only is not acceptable).

Option 3 – Use your board case list

Surgeons who were certified/recertified within the last year by one of the following boards may submit a copy of their board case list provided it contains a description of the procedures (a list of procedure codes only is not acceptable). **The list may not contain patient identifiers or billing information.** Please note: The procedures must reflect the most recent 12 months.

- American Board of Surgery
- American Board of Colon and Rectal Surgery
- American Board of Neurological Surgery
- American Board of Obstetrics and Gynecology
- American Board of Ophthalmology
- American Board of Orthopaedic Surgery
- American Board of Otolaryngology
- American Board of Plastic Surgery
- American Board of Thoracic Surgery
- American Board of Urology

Contact facsapplications@facs.org or call 1-800-293-9623 if you have any questions about the submission of your surgical list.