

These instructions are the authoritative reference on how to organize case documentation for upload to the online Maintenance Of Certification Application Form 107. These instructions may contradict examples and instructions published elsewhere. However, the online Form 107 will reject any file submitted to its Case Documentation section that does not adhere to the following requirements.

Online Form 107 is located at <https://www.abpmed.org/pages/form-107>.

The Case Documentation section looks similar to the image on the right.

The root of your Zip file must contain exactly 3 case folders. Each folder must have a 2-letter uppercase name. The folder name is derived from the initials of the corresponding patient's first and last names.

If your patient's name was John Doe, the corresponding folder should be named JD.

The root must not contain any other files or folders.

Each case folder must contain 7 folders whose names mimic the folders shown on the right, except that the first 2 letters must match the patient initials used to name the case folder.

Folders for John Doe would be

- JD Biomechanical Exam
- JD Chart Notes
- JD Clinical Summary
- JD Consultation Notes
- JD Imaging Studies
- JD Lab Reports
- JD Pathology Reports

All 7 folders must exist, even if any are empty. No other files or folders may exist at this level.

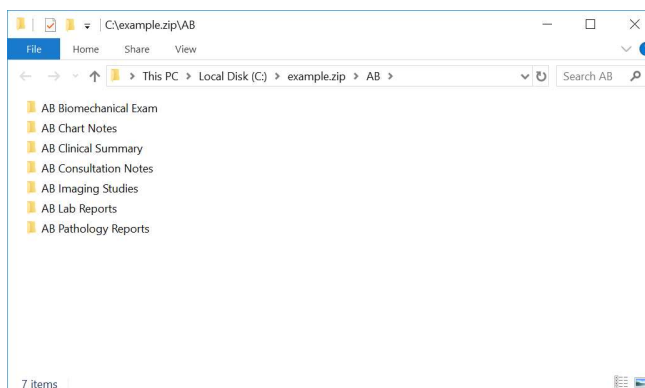
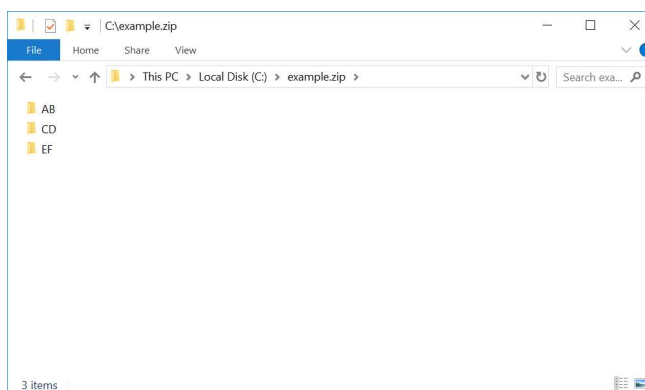
No further requirements for naming or placement are enforced within these folders. However, files should be named and placed appropriately.

6. Case Documentation

The deadline for case documentation submission is **September 17, 2018**. If you do not have all of your files ready right now, you can still submit this application and come back here later to upload your files. Remember your Application Number.

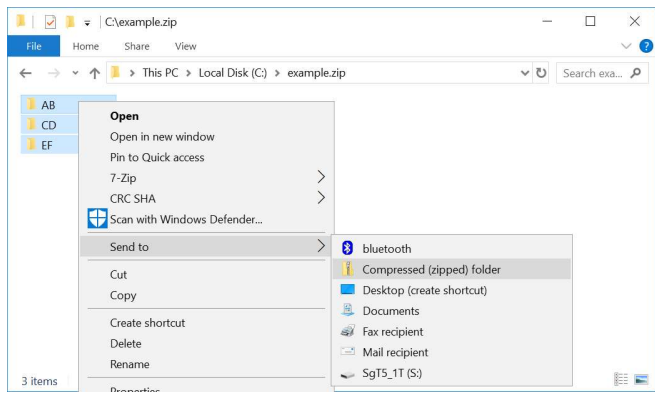
Exactly 3 cases for review are required. Upload all 3 cases in one ZIP file that adheres to the [prescribed naming conventions](#). See [example.zip](#).

[Add Case Documentation](#)



To create a Zip file in Microsoft Windows, navigate to the folder that contains your 3 case folders.

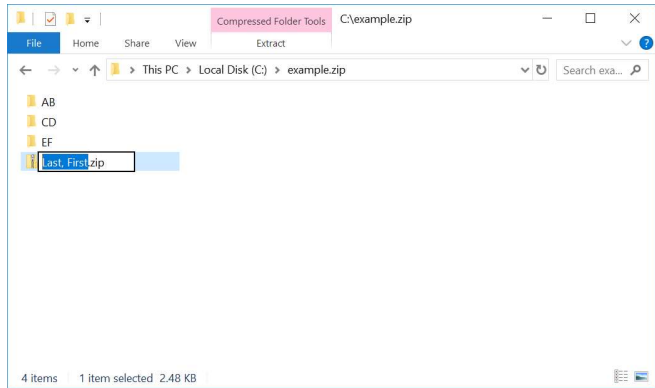
1. Select all 3 case folders.
2. Right-click one of the selected folders.
3. Expand the *Send to* item.
4. Click *Compressed (zipped) folder*.



A Zip file will be created in the same folder.

Rename it with your (the applicant's) name.

For example, if my name is First Last, I should name my Zip file "Last, First.zip".



Return to the online Form 107 and upload your Zip file via the *Add Case Documentation* link.