

Guide to the ACP Residency Program Portal

Portal Overview

The American College of Physicians ([ACP Residency Program Portal](#)) is your program's one-stop shop for self-servicing your group billing needs. In the portal you can manage ACP memberships for your residents (new and renewing) and faculty as well as make bulk MKSAP® purchases using one, simple online form. You can also use the portal to inform ACP of any resident roster, faculty, and program changes. After inputting your program's information in the portal and ensuring the accuracy of any existing information, you can generate your own invoice for payment. ACP membership benefits and MKSAP access will be transmitted by email as soon as payment is received and processed.

The RPP works best in Chrome, Safari, or Firefox. Please make sure that you are not using Internet Explorer when logging into the RPP. You will be unable to see or manage your roster using Internet Explorer.

On the left side of the main portal page, there is a navigation bar with the following options that will be described in more detail throughout this guide.

- 1) [Enrollment](#)
- 2) [Outgoing Residents](#)
- 3) [Manage Residents](#)
- 4) [Manage Faculty](#)
- 5) [Invoices](#)
- 6) [Manage Program](#)

1) Enrollment Section:



The screenshot shows the 'Residency Program Portal' interface. On the left is a dark blue sidebar with white icons and text for navigation: 'Enrollment' (highlighted with a red arrow), 'Outgoing Residents', 'Manage Residents', 'Manage Faculty', 'Invoices', and 'Manage Program'. The main content area has a white header with the ACP logo and 'American College of Physicians® Leading Internal Medicine, Improving Lives'. Below the header, it says 'Abington Memorial Hosp Prog' with a 'Change' button. The section title 'Enrollment' is in large black font. A light blue box contains the following text: 'It's time to start planning for the 2023-2024 academic year. On this tab, please **indicate the categories of residents** for whom your program plans to purchase ACP membership and/or MKSAP. The below categories will pre-populate your resident roster. The below categories are:

- MKSAP 19 Digital - MKSAP 19 delivered in a digital format
- MKSAP 19 Complete Green - An eco-friendly, paperless option

Beginning May 1, your program is invited to purchase ACP membership and/or MKSAP for your residents. Please contact rar@acponline.org.

The enrollment tab allows you to indicate the categories of residents for whom your program plans to purchase ACP membership and/or MKSAP for the academic year. Based on your selections, ACP will pre-populate your resident roster on the other tabs of the portal. Simply check which categories of residents you'd like to purchase membership and MKSAP for.

Membership Purchases:

☒ **Yes**, our program will pay ACP Membership dues as indicated below.

- | | |
|--|---|
| <input type="checkbox"/> All Categorical Years | <input type="checkbox"/> 4th Year Residents |
| <input type="checkbox"/> 1st Year Residents | <input type="checkbox"/> Chief Residents |
| <input checked="" type="checkbox"/> 2nd Year Residents | <input type="checkbox"/> Faculty |
| <input type="checkbox"/> 3rd Year Residents | <input type="checkbox"/> Other |

☐ **No**, our program will not pay ACP Membership dues

MKSAP Purchases:

☒ **Yes**, our program will pay for MKSAP as indicated below.

PGY	1 Year	3 Year (Best Value)
<input type="checkbox"/> 1st Year Residents	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> 2nd Year Residents	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> 3rd Year Residents	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> 4th Year Residents	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Faculty	<input type="radio"/>	<input type="radio"/>

☐ **No**, our program will not pay for MKSAP.

Additional Notes:

- Don't forget to click 'submit' in the bottom left corner of the enrollment screen for your changes to take effect.
- [Learn more about the different versions of MKSAP](#)

2) Outgoing Residents Section:

In addition to completing the Enrollment section, in early spring you are also asked to complete the Outgoing Residents section to indicate where your graduating residents will be headed after they complete residency on June 30, 2024. This information will help to ensure the accuracy of your resident roster and it will help ACP to be able to continue to support residents after they complete their training.



The screenshot shows the 'Residency Program Portal' for the 'Abington Memorial Hosp Prog'. The sidebar on the left contains links: Enrollment (checked), Outgoing Residents (highlighted with a red arrow), Manage Residents, Manage Faculty, Invoices, and Manage Program. The main content area is titled 'Enrollment' and includes a 'Change' button. Below the title, there is a light blue box with text: 'It's time to start planning for the 2023-2024 academic year. On this tab, please **indicate the categories of residents** who will pre-populate your resident roster. The below categories are:

- MKSAP 19 Digital - MKSAP 19 delivered in a digital format
- MKSAP 19 Complete Green - An eco-friendly, paperless format

Beginning May 1, your program is invited to please contact rar@acponline.org.

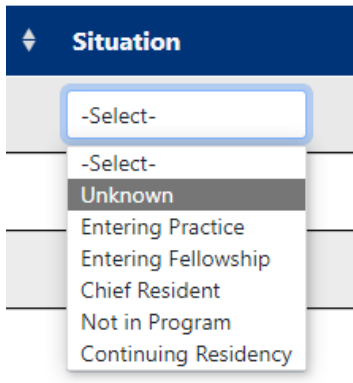
Simply find the resident's name in the pre-populated list on this tab, and then click on the drop-down menu on the right to choose the option that best describes that resident's 'situation' at the conclusion of the academic year.

Show 10 entries

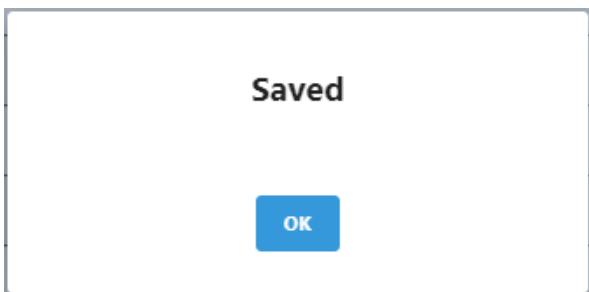
Id	Name	End Date	Situation
[REDACTED]	[REDACTED]	2023-06-30	-Select-
[REDACTED]	[REDACTED]	2023-06-30	-Select-
[REDACTED]	[REDACTED]	2023-06-30	-Select-

The drop-down options for 'situation' are the following:

- 1) Unknown
- 2) Entering Practice
- 3) Entering Fellowship
- 4) Chief Resident
- 5) Not in Program
- 6) Continuing Residency



Make sure to click "submit" at the bottom left side of the page to save the information. A "saved" pop-up box will appear and make sure to click okay.



3) Manage Residents Section:

The Manage Residents section is the third tab down on the left, and it is where you can find the list of all your existing residents and their membership and MKSAP information. This section is also known as your resident roster.



By clicking on a name, the following window will appear that is pre-populated with your membership and MKSAP choices from the Enrollment section for this academic year, along with the choices from last academic year. From here you can edit resident information, change your membership/MKSAP choices, or remove residents from your program roster (after providing a reason from the drop-down list). Please make sure to remove any duplicate resident records using the drop-down list, and don't forget to click the 'Save changes' button in the bottom right corner.

When adding a new resident, you will be prompted to first search for an existing resident ACP record to ensure that you're not creating a duplicate record. Be sure to confirm that it is the correct resident by performing a narrow search using the resident's name, birth date and/or medical school.

If it is the correct resident, click 'Add Member' next to the resident's name. If there are no search results or if the search results produce a record of someone other than your resident, proceed with clicking 'Add New' in the bottom right corner of the window.

Search for an existing customer

Instructions: Before adding a new resident, please check if there is an existing record. First and Last Name are required. It is recommended that you also use birthday or medical school to narrow your search.

First Name*

Jason

Last Name*

Stark

Birth Date

Birth Date

Medical School

Medical School

Enter the name of the school and choose from suggested options.

Show 10 ▾ entries

Search:

Name	Medical School	Birthday
Jason Stark, II		12/13/1901
+ Add Member		

Showing 1 to 1 of 1 entries

Previous

1

Next

If you cannot locate the member's record, please click Add New

Close

Add New

Search

If you clicked 'Add New', the next screen will prompt you to enter resident's information. Don't forget to click 'Create Customer' in the bottom right corner of the window when you're finished. All fields marked with an asterisk are required and must be completed to add the resident to your roster and include them in your order.

Customer Information	
First Name*	Last Name*
<input type="text"/>	<input type="text"/>
Primary Email*	Secondary Email
<input type="text"/>	<input type="text"/>
Phone Number	Birth Date*
<input type="text"/>	<input type="text"/>

Residency Information	Primary Address
Medical School*	Program Name
<input type="text"/>	<input type="text"/>
Degree Earned*	Department
<input type="text"/>	<input type="text"/>
Med School Graduation Year*	Address*
<input type="text"/>	<input type="text"/>
PGY*	Address 2
<input type="text"/>	<input type="text"/>
Residency End Year*	City*
<input type="text"/>	<input type="text"/>
	State*
	<input type="text"/>
	Zip Code*
	<input type="text"/>
	Use Residency Address
	<input type="radio"/>

Create Customer

4) Manage Faculty Sections:

The Manage Faculty section is the fifth tab down on the left, and it is where you can find the list of all your existing Faculty and their membership and MKSAP information.

The screenshot displays the 'Residency Program Portal' interface. On the left is a dark blue sidebar with navigation links: Dashboard, Enrollment, Outgoing Residents, Manage Residents, **Manage Faculty** (highlighted with a red arrow), Invoices, and Manage Program. The main content area features the ACP logo and the text 'Abington Memorial Hosp Prog' with a 'Change' button. Below this is the 'Manage Faculty' heading and an 'Add New Faculty' button. A 'Show 10 entries' dropdown is present. A table with columns 'Id', 'Faculty', and 'Prior MKSAP' is shown, but it is currently empty. Below the table, it says 'Showing 0 to 0 of 0 entries' and there is a 'Preview Invoice' button.

To edit or remove faculty, double click on the faculty name and a window will pop up. If you want to edit faculty information, click on “Edit Customer Info” which will take you to a page for you to edit. Click “Update Customer” at the bottom when you are finished.

Bin,Julie

Edit Customer Info

☒ Faculty dues will be paid by the program

MKSAP Version

No MKSAP Order

☐ Remove faculty/record from this program
(please provide a reason)

Please Choose...

Close

Save changes

Edit Customer

Customer Information

First Name*

Julie

Last Name*

Bin

Primary Email*

Secondary Email

Phone Number

Birth Date*

Residency Information

Medical School*

-- Select --

Degree Earned*

-- Select --

Med School Graduation Year*

0

Primary Address

Program Name

ACP

Department

Mem Dev

Address*

Address 2

Address line 2

City*

Philadelphia

State*

Pennsylvania

Zip Code*

Use Residency Address

☐

Update Customer

To remove a faculty or if there is a duplicate record. Check off “Remove faculty/record from this program” and indicate the reason.

Bin, Julie
[Edit Customer Info](#)

☐ Faculty dues will be paid by the program

MKSAP Version No MKSAP Order

☒ Remove faculty/record from this program
(please provide a reason)

Please Choose...
Please Choose...
No longer with the program
Duplicate Record

Depending on if your program is paying for faculty dues or MKSAP for faculty, you can indicate that by checking the button for faculty dues and in the “MKSAP Version” drop down, click off what you need and click “save changes”.

Bin,Julie

ACP#:

[Edit Customer Info](#)

☐ Faculty dues will be paid by the program

MKSAP Version

No MKSAP Order

ACP MKSAP 1 Year

ACP MKSAP 3 Year

No MKSAP Order

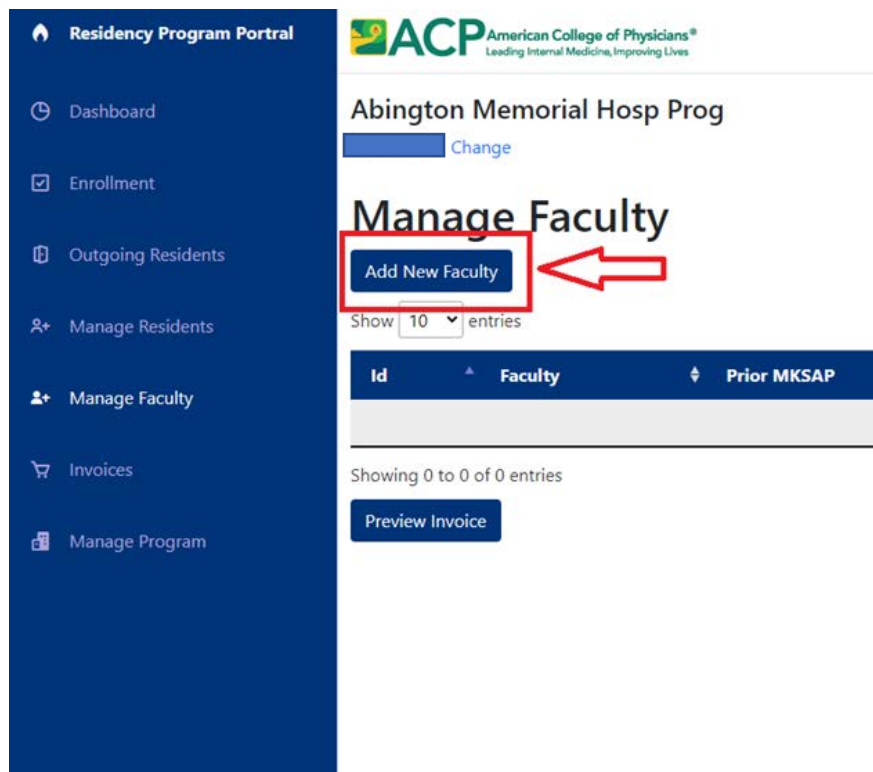
☐ Remove faculty/reco
(please provide a reason)

Please Choose...

Close

Save changes

To add a new faculty, click on the “add new faculty” button seen in the image below.



A window will pop up where you can enter the faculty's information to then click search.

The screenshot shows a 'Search for an existing customer' pop-up window. It includes a light blue instruction box: 'Instructions: Before adding a new faculty member, please check if there is an existing record. Either an ACP Id, an NPI Number, or First and Last Name are required. If you don't use an id, it is recommended that you also use birthday or medical school to narrow your search.' Below the instructions are input fields for 'Id', 'NPI #', 'First Name', 'Last Name', 'Birth Date', and 'Medical School'. At the bottom right, there are 'Close' and 'Search' buttons. A red box highlights the 'Search' button, and a red arrow points to it from the left.

A list of names will populate at the bottom of the pop-up window. If you find the faculty you are looking for, click "Add Member" and it will show up on the manage faculty page.

Medical School

Enter the name of the school and choose from suggested options.

Show entries Search:

Name	Medical School	Birthday	
Julie Bin		12/13/1901	+ Add Member
		12/13/1901	+ Add Member

Showing 1 to 2 of 2 entries Previous Next

If you cannot locate the member's record, please click Add New

Close Add New Search

Toll Free: (800) 523.1546 - Local: (215) 351.2400

If you are unable to find the faculty, click “add new”.

Medical School

Enter the name of the school and choose from suggested options.

Show entries Search:

Name	Medical School	Birthday	
Julie Bin		12/13/1901	+ Add Member
		12/13/1901	+ Add Member

Showing 1 to 2 of 2 entries Previous Next

If you cannot locate the member's record, please click Add New

Close Add New Search

Toll Free: (800) 523.1546 - Local: (215) 351.2400

This page will load up, please fill in all the required fields in asterisk (*) and click “create customer”.

Customer Information

First Name*

First Name

Last Name*

Last Name

Primary Email*

Primary Email

Secondary Email

Secondary Email

Phone Number

(555) 555-5555

Birth Date*

mm/dd/yyyy

Residency Information

Medical School*

-- Select --

Degree Earned*

-- Select --

Med School Graduation Year*

required

Primary Address

Program Name

Program Name

Department

Department

Address*

Required

Address 2

Address line 2

City*

Required

State*

- Please select state -

Zip Code*

Zip

Use Residency Address

☐

Create Customer

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Generating Your Invoice

Once you are done updating and reviewing your resident and faculty rosters, you can generate an invoice by clicking “preview invoice” located at the bottom of your roster and a pop up will appear where you can indicate how you would like the invoice to be generated.

Change

Manage Faculty

Add New Faculty

Show 10 entries

Id	Faculty	Prior MKSA
	Bin, Julie	

Showing 1 to 1 of 1 entries


Preview Invoice

You have the option of selecting to have your MKSAP and membership orders appear on a single invoice or have it split into two invoices, one with MKSAP orders and one with membership orders.


Preview Selection

Membership and MKSAP orders can be split on two separate invoices, or they can all appear on a single invoice.

Which would you prefer?



Split Invoices



Single Invoice

Please note: MKSAP orders will not be fulfilled unless dues are paid.

This will take you to a preview invoice where you can do a final review of your order. After reviewing, if you have no edits to your order, scroll all the way down the page and click “generate invoice” and a PDF of the invoice will be available for you to download.

Please review the below requests. If this is accurate, please click the button to submit. If this is not accurate, please go back and make any necessary changes. Thank you.



DRAFT Invoice

Bill to: Abington Memorial Hosp Prog
1200 Old York Rd/Sr 28
Abington, PA 19001

Date:
ACPR:
Invoice#

ACPF	Name	Status	Product	Subtotal	Tax
Abington Memorial Hosp Prog II	Bin Julie	Faculty	ACP - Faculty Member	\$274.00	\$0.00
Details					
Membership		1			
MKSAP		0			
Total		1			
				Summary	
				Subtotal	\$274.00
				Discount	\$0.00
				Shipping/Handling	\$0.00
				Tax	\$0.00
				Total Amount	\$274.00

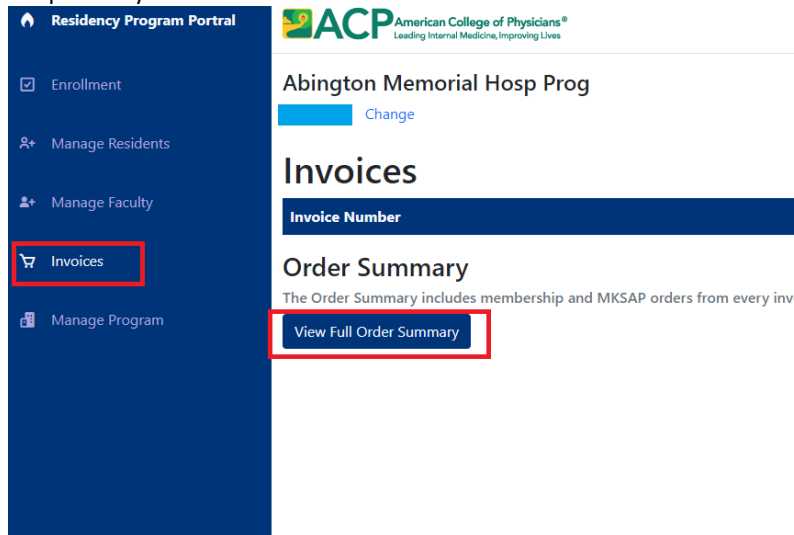
Thank you!
phone: (800) ACP-1915 (800-227-1915) | fax: (215)351-2799 | email: help@acponline.org

Generate Invoice

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Toll Free: (800) 523-1548 - Local: (215) 351-2400

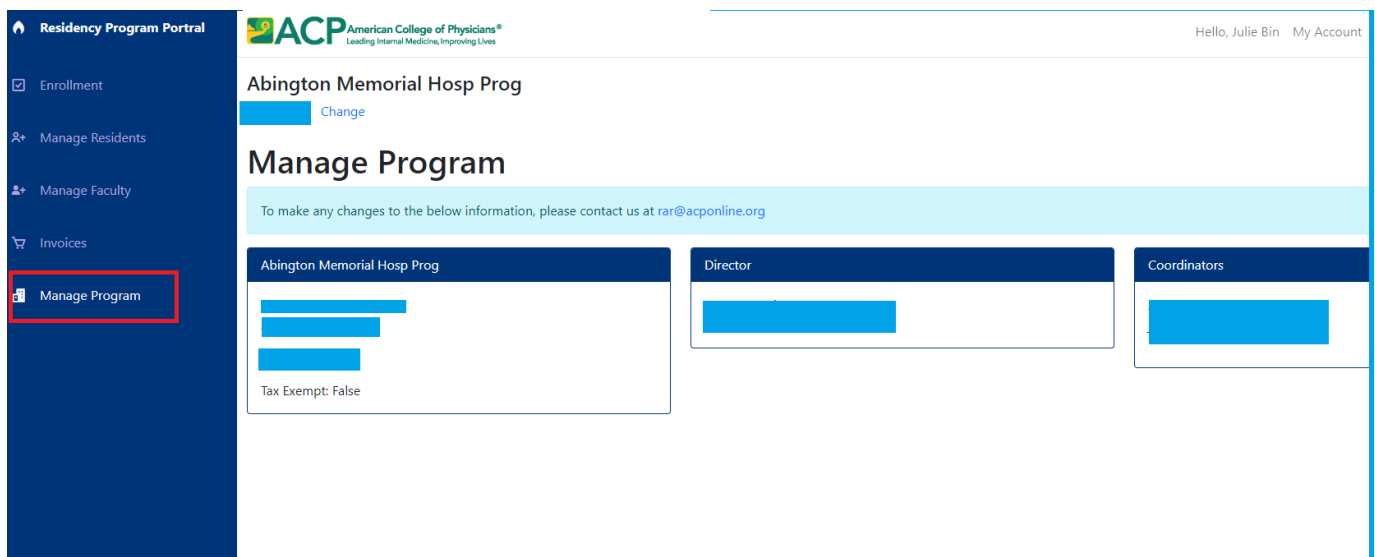
5) Invoices Section:

The Invoices section is the sixth tab down on the left, and it is where you can find the list of all your programs invoices that were generated. If you want to see your order summary, click on “view full order summary” and a PDF will open for you to view.



6) Manage Program Section:

The manage program section is the seventh or last tab down on the left, and it is where you can find the list of your program address, program director and program coordinators. Please note, if your program has several program directors or program coordinators, not all of them will appear in the portal. If you need to make any changes to the information listed on this page, please email rar@acponline.org.



To learn more about ACP resources and opportunities for residents, please visit [ACP Online](https://www.acponline.org).