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 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.
  - All Categorical Years
  - 1st Year Residents
  - 2nd Year Residents
  - 3rd Year Residents
  - 4th Year Residents
  - Chief Residents
  - Faculty
  - Other

- No, our program will not pay ACP Membership dues
MKSAP Purchases:

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

<table>
<thead>
<tr>
<th>PGY</th>
<th>1 Year</th>
<th>3 Year (Best Value)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Year Residents</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☑ 2nd Year Residents</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐ 3rd Year Residents</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐ 4th Year Residents</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐ Faculty</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

- 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.

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.
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.
Here is also where you can add all your new PGY1s, prelims and other categorical years that have transferred to your program. Simply click the ‘Add New Resident’ button.
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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Medical School</th>
<th>Birthday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jason Stark, II</td>
<td></td>
<td>12/13/1901</td>
</tr>
</tbody>
</table>

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

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Add New
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.

<table>
<thead>
<tr>
<th>Customer Information</th>
<th>Primary Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name*</td>
<td>Address 1</td>
</tr>
<tr>
<td>Last Name*</td>
<td>Address 2</td>
</tr>
<tr>
<td>Primary Email*</td>
<td>City*</td>
</tr>
<tr>
<td>Phone Number</td>
<td>State*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Residency Information</th>
<th>Medical School*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Earned*</td>
<td>-- Select --</td>
</tr>
<tr>
<td>Medical School Graduation Year*</td>
<td>Required</td>
</tr>
</tbody>
</table>

*Please select POM*  
Residency Start Date*  
Required

<table>
<thead>
<tr>
<th>Program Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
</tr>
<tr>
<td>Address*</td>
</tr>
<tr>
<td>City*</td>
</tr>
<tr>
<td>State*</td>
</tr>
</tbody>
</table>

*Please select city*  
Zip Code*  
Zip

Use Residency Address

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.

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

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

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

Once you are done updating and reviewing your resident and faculty rosters, you can generate an invoice by clinking “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.
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.

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.
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.