In an effort to streamline the processes of credentialing medical genetics and genomics residents and fellows for board eligibility, the ABMGG is changing how case logbooks are maintained, reviewed and approved, beginning for the 2021 certification examinations.

The ABMGG has developed a specific Excel® spreadsheet template for each specialty. Trainees are required to keep track of their clinical cases using this specific template. Access to these spreadsheets will be sent to the program and training directors to disseminate to residents and fellows who have started training before July 1, 2017. Future trainees will be given access to these logbooks once their training information form is received. The program and training director will use the logbook to review trainee experiences as part of their semi-annual reviews. Case logbook submission will not be required as part of the credentials application. However, the program director and training director will be required to attest that all published logbook requirements for board eligibility have been fulfilled. The ABMGG reserves the right to request individual logbooks for auditing any applicant.

In summary, for those trainees who apply to take the 2021 certification examination:

- ABMGG will no longer maintain an online portal for trainee case logbooks
- ABMGG will provide specific Excel templates for each specialty for trainees to record cases
- All candidates for board certification will not be required to submit a logbook to ABMGG
- Program and Training Directors must attest to ABMGG that candidates for board certification have met logbook requirements in their respective specialty(ies)
- ABMGG reserves the right to audit any applicant's logbooks

Please see below for a written tutorial on the functionality of the logbooks. These instructions can also be found in a video form through this link:
https://youtu.be/Jq3tgkswuUg.
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**Questions?**  
Contact the ABMGG office at [ABMGG@abmgg.org](mailto:ABMGG@abmgg.org) or (301) 634-7315.
In the column titled “Supervisor List”, enter all current supervisors. You may also add potential or anticipated supervisors. The following format must be used (be sure name is spelled correctly):
- Firstname Lastname, Degree
  - Example: Michael Jones, MD
- Press enter and the cell in the next column, “Specialty”, should appear with a dropdown button. Use the dropdown to select that supervisor’s specialty.
- The # column is automated and indicates the number of times that this Supervisor appears within the trainee’s sheet.
  - This number should not be manipulated.

*You must input your Supervisors here before proceeding to the Trainees sheet to enter in actual cases. If you are entering in data onto the trainee sheet and realize that a supervisor you want to select does not appear, you will need to return to the supervisor’s sheet and input their name.
**Trainee’s Data Entry Notes and Tips:**

- The column references above are **ONLY** for this visual example. The functionality in each logbook is consistent, but the actual columns may change due to the differing requirements for each specialty.
- Enter data from left to right, leaving the logbook review column for last. It is not advised to add rows or columns as it will affect the calculations. However, columns can be added to the right of the Logbook Review Column with no interruption.
- If the Supervisor is not in the dropdown list in column U, it was not submitted in the supervisor list. Return to tab 1 and input the Supervisors name, it will then appear on the trainee’s sheet as a dropdown.
- Column V, Logbook Review: it is recommended to complete this column after you are prepared to select 150 cases to submit for audit, meaning you no longer intend to input data on new cases. Modifications can be made, but will data require manipulation in this column.
- How to clear an Error Message:
  - Press the Esc key or
  - Follow the error prompt and select cancel.

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**Trainee’s Sheet Overview**

Please refer to the 2021 Logbook Guidelines for specifics on how to enter this data: [http://abmgg.org/2021/cert_logbook.shtml](http://abmgg.org/2021/cert_logbook.shtml)

**Column Reference (eg, Cytogenetics and Genomics)**

- **Column B:** Entry Number [automatic]
- **Column D:** Date [formatted 01/01/2000]
- **Column G:** Primary Laboratory Testing Category [dropdown]
- **Column H:** Laboratory Testing Methodology [dropdown]
- **Column K:** Karyotype [free text field]
- **Column L – S:** Training Roles [dropdown with numbers or “x”]
- **Column T:** Abnormal [checked = Yes/ True]
- **Column U:** Supervisor [dropdown]
- **Column V:** Logbook Review [dropdown select for Yes]
Reviewers Summary & Data Sorting Overview

Review Summary: This presents a snapshot of all submitted data in a display that categorizes and counts all items. These sheets are automated and should not be manipulated from this view.

a. Top left cell shows the status of the logbook. “Incomplete” indicates that the required amount of cases has not yet been entered (for review.) “Complete” indicates the required amount has been reached.
   - The row immediately under this cell shows the number of cases being counted.

b. The columns titled “All” are counting all data submitted, regardless of whether this information was selected for review.

c. The columns titled “Review” are only counting data that has been selected for review. This data comes from Sheet 2: Trainee’s Data Entry, the last column.

Review Filters: This tab allows the user to filter and sort the list for data analyzing purposes. More detailed instructions on filtering functionalities are provided on the next page.
Data Sorting
In addition to sorting, adding a filter may allow you to better analyze your data. When data are filtered, only rows that meet the filter criteria will display, and other rows will be hidden. With data filtered, you can then copy, format, print, etc., your data, without having to sort or move it first.
Setting a filter on this spreadsheet follows the same rules that apply to all Excel worksheets.