Thank you for completing the TOPS data transfer agreement and business associate/data warehousing agreements that will allow your data to be migrated over to the new TOPS platform. Your data transfer will help facilitate a successful launch of the new TOPS program, as well as allow you to seamlessly have access to all of the data that you have previously contributed to TOPS.

As you and your office staff prepare to use TOPS on the new platform, it is important that you are aware of the following critical information:

**Case Entry and Data Migration**

* **As of December 31, 2016, you will no longer be able to access TOPS on the current TOPS system.**

On January 1, 2017 the current TOPS website will be completely closed to any data entry. Once the system is shut down, the database will be prepared for migration.

Complete your cases prior to January 1st, 2017 to ensure accurate Patient Safety CME records. Patients Safety credits earned prior to January 1st will be calculated in the current TOPS system. The new TOPS system will calculate Patient Safety credits earned after January 1, 2017.

* **Data migration will take time.**

After the current TOPS website is closed to data entry on January 1, 2017, the process to migrate cases to the new TOPS system will begin. Please keep in mind that this is a detailed process and it could take up to several months before your data from the current TOPS system is completely migrated into the new TOPS system. During the migration process, you may log onto the new TOPS platform and continue to enter your cases.

* **Logging in to the PSRN Dashboard.**

As of January 1, 2017, to access and begin using the new TOPS registry, in addition to the QCDR and other ASPS/PSF registries, you will need to log into the [Plastic Surgery Registries Network (PSRN) Dashboard](https://psrn.plasticsurgery.org/Dashboard/Login.aspx)  using the login credentials that FIGmd has provided to you via email upon registering for the new platform. If you have previously received credentials for the GRAFT registry, you may also use these same credentials to login to the PSRN and begin using TOPS and/or the QCDR.

If you don’t remember your login credentials, you can reset them by clicking on “I forgot/reset my password” link below the Login window on the PSRN Dashboard. You will need the username and email address that you used to register on the PSRN Signup portal. To access this information, please [Click Here](https://psrn.plasticsurgery.org/Signup/Login.aspx) and sign in using your ASPS Member ID and Last Name.

**Additional Considerations and Helpful Hints:**



* **TOPS (and all other PSRN Registries) perform best when using Google Chrome**.

Although TOPS can be used in Internet Explorer and Safari browsers, you will likely find that performance is best using Google Chrome.

* **Training for the new TOPS program.**

In upcoming months, multiple methods of training will be available to you as you navigate the new dashboard. These will include:

* TOPS User Manual
* TOPS FAQ
* Upcoming webinars on data entry

In the interim, please click on the [How to Enter a Case into TOPS link](https://d2wirczt3b6wjm.cloudfront.net/medical-professionals/quality-resources/How-To-Enter-TOPS-Cases.pdf) to help you quickly get started with entering your cases into the new TOPS website.

* **Changes to the Nextech – TOPS Interface**

For those physicians that utilize Nextech software to upload their cases into TOPS, be aware that the interface between Nextech and TOPS will be unavailable when the new TOPS system is launched on January 1, 2017. It is anticipated that custom EHR integration for TOPS will begin during 2017.

* **Changes to the BREAST-Q – TOPS Interface**

Physicians who participate in the BREAST-Q module through TOPS should be aware that the interface between the BREAST-Q and TOPS will be unavailable when the new TOPS system is launched on January 1, 2017. This functionality will be restored and available later in 2017.

Thank you for your attention to this important information. Please do not hesitate to contact Chris Simmons, Manager, Registry and Data Analytics at 847-981-5419 or [research@plasticsurgery.org](mailto:research@plasticsurgery.org) with any questions regarding the TOPS program.