

## ACEP Chapter Portal: Member Extract Report

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### [Member Extract Field Legend \(explanation of the column headers\)](#)

#### **Dues Paid By (column R)**

You can segment your communications based on who pays for dues:

Individual = Member pays their own dues

Group = Physician Group pays

Residency = Residency Program pays

#### **Membership Cycle Start Date (column U)**

The date of the start of the member's current membership cycle. This date is always the first of a given month and changes every year when membership is renewed.

#### **Date Membership Renewed / Last Payment Date (column V)**

Date of the last membership dues payment.

NOTE: If blank = New resident, part of residency group bill, but residency program has not yet paid. When the residency pays, the Date Membership Renewed / Last Payment Date will be created.

#### **Expiration Date (column W)**

End of the member's membership cycle. Not the same as the cancelled date.

#### **Paid Through Date (column X)**

The end date/period covered by the last payment.

#### **Grace Period Ends (column Y)**

ACEP allows a two-month grace period, a period of time past a member's expiration date during which membership is still active, but delinquent. A member, in theory, may be cancelled 60 days after their expiration date; in practice a member is cancelled approximately 75 days past the expiration date. There is one exception to the two-month grace period. Graduating residents (and graduating fellows) are allowed 120 days, or four months, grace period. This extended grace period allows them time, if needed, to settle into their new jobs and lives.

#### **Join Date (column Z)**

Date on which the member joins the College

NOTE: If blank = New resident, part of residency group bill, but residency program has not yet paid. When the residency pays, the join date will be created.

#### **Original Join Date (column AA)**

Date assigned if the membership is cancelled and the member decides to rejoin or come back to the College after a hiatus. The join date is the latest date the member re-joined and the original join date is the date the member first joined ACEP.

**Primary Chapter (column AB)**

Current chapter

**Chapter Start Date (column AC)**

Date member started membership with current chapter.

**Chapter End Date (column AD)**

Should coincide with end of membership cycle.

If blank = New resident, part of residency group bill, but residency program has not yet paid.

When the residency pays, the Chapter End date will be created.

**Old Chapter (column AE)**

If blank = has not changed chapters in the last year. Same as Primary chapter.

If not blank = was a member of another chapter during the last year.

**Old Chapter Start Date (column AF)**

The date that a member started his membership in the old (previous) chapter.

**Old Chapter End Date (column AG)**

The date that a member ended his membership in the old (previous) chapter. This date should coincide (or be close to) the Chapter Start date with the current Primary chapter.

**Data Filters**

**Identifying New Members – Filters:**

- Member Status Reason = New Member
- Join Date = Select the Year and Month(s) applicable to your search
- Expiration Date = Filter out expired memberships

**Identifying Move-Ins – Filters:**

- Member Status Reason = Check all, except New Member
- old Chapter = Check all, except Blanks.
- Chapter Start Date = Select the Year and Month(s) applicable to your search
- Chapter End Date = Filter out expired memberships. If there are blanks = member is part of residency billing and the residency program has not yet paid for membership dues.

**Identifying Renewals – Filters:**

- Member Status Reason = Renewal and Reinstatement (optional)
- Date Membership Renewed / Last Payment Date = Select the Year and Month(s) applicable to your search

- Expiration Date = Filter out expired memberships
- If on Installments (column S): Check the Membership Cycle Start Date. Filter out the records on a different yearly membership cycle. You want to exclude those on installments whose last payment date doesn't closely match their Membership Cycle Start Date. You only want to acknowledge members on installments when it's their first payment within their current Membership Cycle.
- old Chapter = Uncheck all, except Blanks.
- Dues Paid by = Filter if applicable. Individual, if you only want to reach out to Individuals paying for their own membership. Group, or Residency, if you want to send them a slightly different message.

**Identifying Members About to Expire – Filters:**

- Expiration Date = Select the Year and Month(s) applicable to your search
- Dues Paid by = Filter if applicable. Individual, if you only want to reach out to Individuals paying for their own membership. Group, or Residency, if you want to send them a slightly different message.

**Identifying Members About to be Cancelled – Filters:**

- Grace Period End Date = Select the Year and Month(s) applicable to your search (75 days past expiration date)
- Dues Paid by = Filter if applicable. Individual, if you only want to reach out to Individuals paying for their own membership. Group, or Residency, if you want to send them a slightly different message.