ACP Practice Assessment Tools

User Guide

Welcome to the ACP Practice Assessment Tool. This guide will provide an overview of the steps you will need to complete in order to be eligible for both Practice Improvement CME credit as well as MOC (from ABIM).

Step 1: Access the System

- Visit http://acpquest.acponline.org and log in with the username/password you created.
- If you have not created a username/password specifically for the ACP Practice Assessment Tools, you will need to follow the instructions in the email to do so.

Step 2: Choose the Module

- Under "My Teams", click the link under "Team Name" to enter a particular module.
- Once you have done so, you should see a screen with a "To-Do List" as well as several other sections that will be useful later in the process.

Step 3: Enter Baseline Data

- Open the "Baseline Data" item – the first item in your "To-Do List."
- Click "Add Patient Record" and complete the form for each of 25 patients that you are either seeing currently or that you have seen in the past.
- Notice that the forms will automatically adjust to ensure that you are entering valid data.
- If you wish to save your work and return later to finish it, click "Save", otherwise click "Submit".
- Repeat these steps for 25 patients.

Step 4: View Your Custom Baseline Data Charts

- Once you have entered baseline data for 25 patients, the "Available " link next to "Baseline Data Charts" under "Available Reports" will become available. Click it to open your charts.
- On the left side under "Available Reports" you'll see links to a variety of charts visualizing your entered data. The "Performance Measures" section contains charts specifically of your performance.
- View all of these charts to analyze your baseline performance.

Step 5: Enter Your Action Plan

- Now that you have analyzed your baseline performance, you can access a variety of educational tools and resources, available under the "Educational Materials" section of your dashboard.
- When you are ready to prepare your action plan to improve your performance, click "Action Plan" in your "To-Do List" and choose "Add Action Plan" to get started.
- Acknowledge that you have reviewed your baseline data, then complete the form to define your action plan. If you wish to complete this in multiple sessions, click "Save"; when you are done, click "Submit".

Step 6: Enter Your Follow-up Data

- Open the "Follow-up Data" item of your "To-Do List" and follow the same process that you used to enter data on each of 25 patients seen or documented after entering your Action Plan.

Step 7: View Your Custom Follow-up Data Charts

- After you have entered all of your follow-up data, the "Available" link next to "Follow-up Data Charts" under "Available Reports" will become available. Click it to open your charts.
- On the left side under "Available Reports" you'll see links to a variety of charts visualizing your follow-up data compared to your baseline data. The "Performance Measures" section contains charts specifically of your performance.
- Notice that the performance goals you specified in your Action Plan will be shown with each measure, allowing you to assess not only your improvement relative to baseline, but also relative to your established goal(s).

Step 8: Submit for Credit

- When you have completed all of the above steps, a new section will appear in your dashboard named "CME and MOC". This will include links to CME (from ACP) and MOC (from ABIM) submission forms. Follow the instructions to submit for one or both forms of credit.