The registered trademark logo of the American Board of Plastic Surgery depicts Gaspare Tagliacozzi (1545-1599) of Bologna, considered to be the father of modern plastic surgery. His contributions are summarized in the treatise he authored in 1597, "De Curtorum Chirurgia per Insitionem." The founding year of the Board, 1937, is included on the Logo. The Board’s trademarked logo is not permitted for use on diplomate or candidate websites.

The ABMS MOC-PS® StarMark® logo is permitted for use by diplomates who are participating in the Maintenance of Certification Program and are current with the annual requirements.
Important Dates and Deadlines for the 2015 MOC-PS® Activities

MOC Activities are required in years 3, 6 and 9 of the 10-year certification cycle

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2015</td>
<td>Instructions for the 2015 MOC-PS® Activities mailed from Board Office</td>
</tr>
<tr>
<td>April 15, 2015</td>
<td>MOC-PS® Annual Contribution due – payment accepted by credit card only via Board’s website</td>
</tr>
<tr>
<td>December 1, 2015</td>
<td>Deadline - 2015 MOC-PS® Activities:</td>
</tr>
<tr>
<td></td>
<td>a) PA-PS Tracer Procedure Log with payment by credit card only</td>
</tr>
<tr>
<td></td>
<td>b) Benchmarking Report</td>
</tr>
<tr>
<td></td>
<td>c) MOC-approved educational activity (MOC CME)</td>
</tr>
<tr>
<td></td>
<td>d) Self-Evaluation for Improvement (Action Plan)</td>
</tr>
<tr>
<td></td>
<td>e) Professional Standing Update</td>
</tr>
<tr>
<td>December 2 – 31, 2015</td>
<td>Late Deadline Period - 2015 MOC-PS® Activities:</td>
</tr>
<tr>
<td></td>
<td>a) PA-PS Tracer Procedure Log with payment by credit card only</td>
</tr>
<tr>
<td></td>
<td>b) Benchmarking Report</td>
</tr>
<tr>
<td></td>
<td>c) MOC-approved educational activity (MOC CME)</td>
</tr>
<tr>
<td></td>
<td>d) Self-Evaluation for Improvement (Action Plan)</td>
</tr>
<tr>
<td></td>
<td>e) Professional Standing Update</td>
</tr>
<tr>
<td></td>
<td>f) Late penalty fee by credit card only</td>
</tr>
<tr>
<td>December 1</td>
<td>MOC-PS® Certificates mailed from Board Office prior to original certificate expiration date. Diplomates must be current on all MOC-PS® requirements.</td>
</tr>
</tbody>
</table>

➢ Email reminders will be sent from the Board Office periodically before approaching deadlines

➢ Log in to the Board’s website, www.abplsurg.org

□ Click “MOC-PS” to view your MOC Requirements Tracking Page and to complete MOC Activities

□ Click “My Profile” to update contact information and to provide a public address reported in the Consumer Search results available on the Board’s homepage through the “Is Your Surgeon Certified?” link

➢ Contact the Board Office at staff@abplsurg.org with questions

General Timeline of MOC-PS® Program Requirements

10 YEAR CYCLE: MOC-PS® Annual Contribution required each year

YEAR 3


STEP 2: Professional Standing Update including CME report(s), medical license, hospital privileges, outpatient facility accreditation, advertising material, society membership and peer evaluations.

YEAR 6

STEPS 1 & 2: PA-PS Module & Professional Standing

YEAR 7, 8 OR 9

Examination Application

YEAR 9

STEPS 1 & 2: PA-PS Module and Professional Standing

YEAR 8, 9 OR 10

MOC-PS® Computer Based Test (CBT)

YEAR 10

MOC-PS® Certificates mailed to those who successfully completed the 10 year cycle

The AMA awards 60 CME credits for successful completion of the MOC program. Additional information can be found on their website, www.ama-assn.org/go/CMEforms.
# TABLE OF CONTENTS

**Important Dates and Deadlines** inside front cover

**Preliminary and Reference Information**
- Target Audience 4
- General 10 year MOC Timeline for all diplomats 5
- Steps for MOC-PS® Success 6
- Physician Profile 7
- Online Diplomate MOC Tracking Tool 7
- MOC-PS® Annual Contribution 8
- Documentation Audit 8
- Technical Support 9
- Consumer Look-up “Is your Surgeon Certified?!” 9
- Reporting MOC-PS® Status and Participation Definitions 10

**MOC-PS® Activities (PA-PS & Professional Standing)** 11
- Accessing the MOC-PS® Activities 12
- Tracer Procedures for Self-Assessment 12
- **Step 1: Practice Assessment in Plastic Surgery (PA-PS)** 13
  - Reciprocity for MOC credit 14
  - Screen Shots for PA-PS 15
- **Step 2: Professional Standing Update with Life Long Learning** 19
  - Not Selected for Audit in the Professional Standing Update 19
  - Selected for Audit in the Professional Standing Update 20
- PDF Assistance 22
- CME Report Upload Instructions from ASPS to ABPS 23
- CME Screen Shots for ASPS Downloads 24
- Certificates of Completion, ABMS StarMark Logo, Board Logo 26
- Consequences of incomplete requirements 27

**MOC-PS® Activities FAQs** 28
- General Questions 29
- PA-PS Module Questions 31
- Professional Standing Questions 35

**MOC-PS® Board Policies and Reference Tables** 37
- Officers and Directors of the Board 38
- MOC-PS® Committee, Advisory Council Members, Board Staff 39
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsoring Organizations</td>
<td>40</td>
</tr>
<tr>
<td>Mission Statement/Purpose of the Booklet of Information</td>
<td>41</td>
</tr>
<tr>
<td>Who needs MOC-PS®?</td>
<td>41</td>
</tr>
<tr>
<td>Board Office Policies and Reminders</td>
<td>42</td>
</tr>
<tr>
<td>Web-based Services</td>
<td>42</td>
</tr>
<tr>
<td>Rules and Regulations</td>
<td>43</td>
</tr>
<tr>
<td>Decisions of the Board</td>
<td>43</td>
</tr>
<tr>
<td>Request for Special Consideration or Review</td>
<td>43</td>
</tr>
<tr>
<td>Inquiries as to Status</td>
<td>43</td>
</tr>
<tr>
<td>Certificates</td>
<td>44</td>
</tr>
<tr>
<td>Physicians with Special Circumstances – Continue MOC Participation if not in active practice</td>
<td>44</td>
</tr>
<tr>
<td>Physician Quality Reporting System (PQRS)</td>
<td>45</td>
</tr>
<tr>
<td>The Six Competencies for all ABMS Boards and ABPS Requirements</td>
<td>46</td>
</tr>
<tr>
<td>What is required for MOC-PS®?</td>
<td>47</td>
</tr>
<tr>
<td>Time Limited Diplomates MOC-PS® Reference Table by Year</td>
<td>48</td>
</tr>
<tr>
<td>Lifetime Certificate Holders MOC-PS® Reference Table by Year</td>
<td>49</td>
</tr>
<tr>
<td>Fee Schedule</td>
<td>50</td>
</tr>
</tbody>
</table>
MOC-PS<sup>®</sup>

Preliminary and Reference Information

This Booklet provides information for the

2015 MOC-PS<sup>®</sup> Activities
due December 1, 2015
Target Audience

2015 MOC-PS® Activities audience:


Lifetime Certificate Holders – diplomates voluntarily participating in MOC-PS® who entered the program in 2006, 2009 or 2012.

The deadline for finalization of the MOC-PS® Activities on the Board’s website is December 1, 2015.

*Diplomates with a certificate expiration date in 2016 may complete both the Exam Application (if not completed in year 7 or 8) and MOC Activities in 2015 (Year 9). Finalization of the online Exam Application will automatically satisfy and finalize the Professional Standing Update of the MOC Activities. A Practice Assessment Module is still required.
# General Timeline of MOC-PS® Program Requirements

<table>
<thead>
<tr>
<th>10 YEAR CYCLE</th>
<th>MOC-PS® Annual Contribution required each year</th>
</tr>
</thead>
</table>
| YEAR 3        | **STEP 1:** Practice Assessment in Plastic Surgery (PA-PS) Module including: tracer procedure, benchmarking report, MOC-approved CME, action plan.  
**STEP 2:** Professional Standing Update including CME report(s), medical license, hospital privileges, outpatient facility accreditation, advertising material, society membership and peer evaluations. |
| YEAR 6        | **STEPS 1 & 2:** PA-PS Module & Professional Standing |
| YEAR 7, 8 OR 9| Examination Application - Six-month case list no longer required. |
| YEAR 9        | **STEPS 1 & 2:** PA-PS Module and Professional Standing |
| YEAR 10       | MOC-PS® Certificates mailed to those who successfully completed the 10-year cycle |

The AMA awards 60 CME credits for successful completion of the MOC program. Additional information can be found on their website, [www.ama-assn.org/go/CMEforms](http://www.ama-assn.org/go/CMEforms).
The Steps to MOC-PS® Success
Requirements over the 10-year certification cycle

PA-PS Module – Professional Standing – Application – Exam

In each of years 3, 6 AND 9, complete the following:

1. One Practice Assessment in Plastic Surgery (PA-PS) Module which requires the diplomate to:
   a) Select one of the 24 tracer procedures available.
   b) Enter data online from 10 consecutive cases of the selected tracer procedure such as breast reduction or carpal tunnel syndrome. Preview forms on the Board’s website to review required data.
   c) Review benchmarking report: Diplomate data compared to national averages.
   d) Complete one MOC-approved educational activity aligned with the tracer procedure such as an online article or one of the approved MOC courses held at the national meetings.
   e) Complete the Action Plan for Improvement.

2. Professional Standing Update which requires the diplomate to:
   a) List medical licenses, hospital privileges, outpatient facilities, advertising material, society membership and peer evaluations. If randomly selected for audit, supporting documentation is required.
   b) Upload CME summary report(s) for the current and previous CME cycles from the ASPS website, or from another CME Provider, confirming at least 150 CMEs earned within the last three years.

In year 7, 8 OR 9:

3. Finalize the online application with required documentation.

In year 8, 9 OR 10:

4. Successfully complete the 200-question computer based exam.

Please contact the Board Office if you have questions – staff@abplsur.org.
Physician Profile and Log in

Update contact information and stay current on MOC-PS® requirements. Diplomates must log in to the Board’s website to access their Physician Profile. The Physician Profile has different tabs for each examination process: MOC-PS, SOTH, Written Exam and Oral Exam, as well as the “My Profile” tab. Log in to access requirement information and to complete online processes.

Log in to the Board’s website:
☐ Go to www.abplsurg.org.
☐ If this is your first time logging in to the Board’s website, enter your username (six digit Board ID number) and password (last name with the first letter capitalized, e.g. Smith) in the top right corner of the home page.
☐ If you previously customized your username and password, your login information remains the same.
☐ Change your username and/or password at any time in the “My Profile” tab.
☐ Contact the Board Office if you need log in assistance.

My Profile page
Diplomates may update the following information by clicking on “My Profile”:
☐ contact information including email address
☐ public address and telephone number for consumers
☐ username and/or password
☐ retired status with effective date

The Board Office will send mailings and email notices to the applicable diplomates prior to any deadlines. Be sure that your email address is updated on your profile page.

MOC-PS® online Tracking page
The Board’s website features individual tracking for each diplomate participating in the MOC-PS® Program. Once logged in, access the MOC-PS tab for a customized list of requirements, deadline dates, status and completion dates. Once the MOC-PS® requirements are met each calendar year, diplomates have the ability to download a certificate and participation letter as well as the ABMS Starmark Logo for use in advertising materials.

Help the Board keep each diplomate on track! If you notice an “overdue” or “incomplete” status under your Alerts that needs correction, please email the Board Office at staff@abplsurg.org to verify and update if necessary.

We are here to help!
MOC-PS® Annual Contribution

The MOC-PS® Annual Contribution is a requirement of the MOC-PS® Program. The official request is sent with the Board’s Annual Newsletter in February. The Annual Contribution is mandatory for diplomates with time-limited certificates. This contribution assists in maintaining the databases for reporting certification to health care consumers, tracking MOC-PS® activities over the 10 year cycle and developing additional web-based services for diplomates. Payment is made via credit card after secure log in to the Board’s website. The link is accessed on the MOC-PS® Tracking page. A late penalty fee may be assessed if the Annual Contribution remains unpaid by the end of the calendar year.

MOC-PS® Activities - Documentation Audit

The MOC-PS® Activities are required in years 3, 6 and 9 of the 10 year certification cycle and include one Practice Assessment Module (evaluation of one tracer procedure) and the Professional Standing Update (listing of medical license, hospital privileges, outpatient center accreditation, advertising materials, society membership, peer review and CME reports). A percentage of diplomates are randomly selected for audit during completion of the Professional Standing Update. Most diplomates will enter the required information, without the supporting documentation. However, the Board reserves the right to audit the information provided by the diplomate at any time during the MOC-PS® Activities process by requiring supporting documentation.

Diplomates are randomly selected for audit through an automated process and are notified by receiving a “pop up” message after accessing the Professional Standing Update, or by receiving a request from the Board Office via email. Documentation required during the audit must be uploaded as a PDF file before finalizing the Professional Standing Update. If a diplomate receives the request from the Board Office, the documents must be emailed as PDF file attachments. All diplomates are required to provide supporting documentation of CME hours independent of being selected for audit. However, only those selected for audit must also provide supporting documentation for medical license, hospital privileges, outpatient center accreditation, advertising material, society membership and peer review.

The MOC-PS® Application Process requires supporting documentation and serves as the final audit for all diplomates during the 10 year cycle.
"Is Your Surgeon Certified?"- Consumer Search

"Is your surgeon certified?" is the online consumer search tool on the Board’s website. The link is available on the Board’s home page and automatically verifies board certification for consumers and Credentialing Specialists. This tool allows users to search for board-certified plastic surgeons by name and/or geographic location.

The diplomate’s name, city, state, zip code, certification status, certification history, and MOC-PS® participation status are automatically reported in the search results.

- Diplomates should perform a personal search using this online feature to ensure accuracy of the information reported.
- Diplomates may log in to the Board’s website and access “My Profile” to enter a public address and phone number for consumers. This information is only published if entered by the diplomate. Otherwise, only the current city, state and zip code of the diplomate’s address of record is displayed.

Reporting MOC-PS® Participation – Consumer Search Enhancement

The Board reports MOC participation status for each diplomate through the “Is Your Surgeon Certified?” link.

- A status of “not current” will only be reported if the diplomate is more than six months overdue on one or more MOC requirements.

The American Board of Medical Specialties (ABMS) also reports MOC Participation status on the consumer-focused website, www.certificationmatters.org.

Email the Board Office at staff@abplsurg.org if there are any discrepancies.
### ABPS Status Definitions for Reporting Certification and MOC Status to the public on the Board’s website.

| Certification Status Definitions | | |
|---------------------------------|-------------------------------------------------------------------------------------------------|
| **CERTIFIED** | Has met the Board’s residency training requirements in an accredited institution in the U.S. or Canada and successfully completed extensive written and oral examinations covering the entire field of plastic surgery. |
| **EXPIRED** | Certification has lapsed. The diplomate has not met the requirements to renew certification. |
| **RETIRED** | Diplomate is no longer in the active practice of plastic surgery. |
| **REVOKED** | Certification is no longer valid due to action taken by the Board. |

| MOC-PS® Participation Status Definitions | | |
|-------------------------------------------|-------------------------------------------------------------------------------------------------|
| **Required** | Diplomates certified in 1995 or after are required to participate |
| **Voluntary** | Diplomates certified prior to 1995 may voluntarily participate. Participation is not required to maintain certification because certificate does not have an expiration date. |
| **Participating** | All diplomates with time-limited certification are automatically enrolled in MOC upon initial certification. Diplomates with lifetime certification may voluntarily submit an application to enter the MOC Program. |
| **Not Participating** | Diplomates with an expired certificate are not participating. Lifetime certificate holders who have not submitted the MOC Application or who have not successfully taken the Recertification Examination are not participating.  
**Diplomates in this category will have no MOC status reported - the 4th column in the consumer search results will be blank.** |
| **Current** | All current requirements have been fulfilled for those participating. |
| **Not Current** | Diplomate is 6 months overdue with one or more requirements. |

**Time-limited certification** - applies to diplomates certified 1995 and thereafter. Certificates are valid for 10 years. **Participation in the MOC-PS® Program is mandatory.**

**Expired certification** – applies to time-limited certificate holders who have not met the 10 year cycle requirements prior to the certificate expiration date.

**Lifetime certification** - applies to diplomates certified prior to 1995. Certificates are valid indefinitely. **Participation in the MOC-PS® Program is voluntary.**
2015 MOC-PS® Activities
Due December 1, 2015

Required in Years 3, 6 and 9 of the 10 Year Cycle

Step I. PA-PS Module
Step II. Professional Standing Update


&

Lifetime Certificate Holders who entered MOC in 2006, 2009 or 2012
MOC-PS® ACTIVITIES INSTRUCTIONS

Log in to the Board’s website, www.abplsurg.org, to access the MOC-PS Activities under calendar year 2015.

Step I: Click PA-PS tracer procedure log link
- Select 1 tracer procedure and enter data from 10 consecutive patient charts
- Finalize the tracer procedure log
- Review benchmarking report
- Complete MOC CME related to the tracer procedure & Finalize
- Complete Action Plan & Finalize

Step II: Click Professional Standing Update link
- If NOT selected for audit: answer questions, upload CME documentation
- If SELECTED for audit: answer questions, upload all supporting documentation including CME documentation
- Finalize the Professional Standing Update

Step III: Download your confirmation documents
- Current MOC-PS® Certificate
- MOC-PS® Participation Letter
- ABMS Starmark Logo

Tracer Procedures for Self-Assessment for MOC-PS®

<table>
<thead>
<tr>
<th>Comprehensive</th>
<th>Cosmetic</th>
<th>Craniomaxillofacial</th>
<th>Hand Surgery</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Lower Extremity Acute Trauma</td>
<td>5. Abdominoplasty</td>
<td>5. Unilateral Cleft Lip</td>
<td>5. Metacarpal Fractures</td>
</tr>
<tr>
<td>7. Pressure Sores</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: Diplomates must contact the Board Office in writing with a detailed explanation if they do not perform one of the tracer procedures available.
Step I: Practice Assessment in Plastic Surgery (PA-PS) Requirements (Performance in Practice)

Completing the PA-PS Module:

1. Select **ONE tracer procedure from the list above** by accessing the PA-PS tracer procedure log under cycle year 2015 on the Board’s website. Payment of the $285.00 PA-PS fee grants you access to enter 10 cases in one selected tracer procedure module. Review 10 consecutive patient charts for cases completed in the last three year period. Complete the web-based questions for each of the 10 cases selected. The data entry must be finalized by December 1st.

   ➢ The data field content for each of the tracer procedures is available for preview before selection and submission of payment. Click the “Preview/Print tracer procedure data fields” link found at the top of the MOC Tracking page under Reference Documents.

   Tracer Procedure Selection

   Diplomates are encouraged to repeat the same tracer procedure for two sequential (three-year) cycles in order to provide a full self-assessment and learning experience for practice improvement. For example, select Breast Reduction in years 3 and 6.

   Diplomates will be provided with their historical tracer data for comparison purposes and to evaluate improvement between cycles.

   After two cycles of the same procedure, selection of a different tracer procedure is recommended to optimize other areas of practice. For example, after completing Breast Reduction in years 3 and 6, select Facial Skin Malignancy in years 9 and 3.

2. **Review benchmarking report** to compare data from peers for the selected tracer procedure after finalization of the Tracer Procedure Log. The benchmarking reports will be limited by the number of surgeons participating and will become more valid as the volume of this self-reported data increases. This is a self-assessment step for the practitioner to compare to his or her peers. A “pearl” of best evidence is provided with the benchmarking report for each tracer procedure.

3. **Complete only ONE of the following MOC CME educational activities aligned with the selected tracer procedure:**

   ➢ (1) Review of an ABPS-approved, MOC-specific CME article, from Plastic and Reconstructive Surgery (PRS) Journal or other specialty society journal, OR
   ➢ (2) Complete an ABPS-approved, MOC-specific educational course sponsored by a specialty society offered online or at a live symposium.
The MOC CME educational activity can be completed within three years of completing the MOC Activities. Therefore, diplomates who are attending a society meeting which offers MOC courses before the MOC Activities are required in year 3, 6 or 9 of the 10-year MOC cycle will satisfy the requirement as long as the course is completed within the three years prior to the December 1st deadline and aligned with the completed tracer procedure. The available courses are listed on the MOC-PS tracking page under Reference Documents and also on the MOC CME screen. Links to the websites where the online CME articles are located are also available on the MOC CME screen once the Tracer Procedure Log is finalized.

Plan ahead for completion of the tracer-related MOC CME activity. The MOC CME must be aligned with the specific tracer procedure selected.

The following societies and medical journals offer MOC-approved activities:

- American Society of Plastic Surgeons (ASPS) and the Journal, Plastic and Reconstructive Surgery (PRS) - www.psenetwork.org
- American Society for Aesthetic Plastic Surgery (ASAPS) and Aesthetic Surgery Journal (ASJ) - www.surgery.org or www.aestheticsurgeryjournal.com
- American Society for Surgery of the Hand (ASSH) and Journal of Hand Surgery (JHS) - www.assh.org or www.jhandsurg.org/cme/home
- American Association for Hand Surgery (AAHS) - www.handsurgery.org
- Northeastern Society of Plastic Surgeons (NESPS) - www.nesps.org
- California Society of Plastic Surgeons (CSPS) - www.californiaplasticsurgeons.org

4. Complete the Action Plan (Self Evaluation for Improvement) to note planned changes in practice after completion of the self-assessment module, the MOC CME activity and review of your benchmarking report. Select at least two areas where improvement can be made to your practice/patient care.

Reciprocity for MOC credit:

The Board is currently in the application process for participation in the ABMS Multispecialty MOC Portfolio Program (MSPP). This will allow diplomates to satisfy the Board’s Part IV requirements if they are completing approved quality improvement activities through their own organizations. Additionally, the Board will now accept MOC credit for Parts I and II if completed through the American Board of Surgery. Contact the Board Office for assistance.
Click the link for the PA-PS Tracer Procedure Log to select your tracer procedure

Year 6: 2015

- Annual Contribution for MOC: Incomplete 04/15/2015
- PA-PS Tracer Procedure Log: Incomplete 12/01/2015
- *PA-PS Benchmarking Report: Incomplete 12/01/2015
- *PA-PS MOC CME: Incomplete 12/01/2015
- *PA-PS Action Plan: Incomplete 12/01/2015
- Professional Standing Update: Incomplete 12/01/2015
- Download MOC-PS Certificate: Available upon completion
- Download MOC-PS Participation Letter: Available upon completion

*Links will activate once tracer is finalized.

Access to tracer log for entry of 10 cases granted after submission of fee

Be sure to click the “Finalize Tracer Procedure Log” link to submit your case data!
View Your PA-PS Benchmarking Report

Year 6: 2015

Annual Contribution for MOC  Incomplete  04/15/2015

PA-PS Tracer Procedure Log  Incomplete  12/01/2015

*PA-PS Benchmarking Report  Incomplete  12/01/2015

*PA-PS MOC ONE  Incomplete  12/01/2015

*PA-PS Action Plan  Incomplete  12/01/2015

Professional Standing Update  Incomplete  12/01/2015

Download MOC-PS Certificate  Available upon completion

Download MOC-PS Participation Letter  Available upon completion

*Links will activate once tracer is finalized.

~ TOP

The American Board of Plastic Surgery, Inc.
Seven Penn Center, Suite 400
1635 Market Street
Philadelphia, PA 19103-2204

Augmentation Mammoplasty

<table>
<thead>
<tr>
<th>II. Preoperative Assessment</th>
<th>Individual</th>
<th>National</th>
</tr>
</thead>
<tbody>
<tr>
<td>#</td>
<td>%</td>
<td>#</td>
</tr>
<tr>
<td>1. Age (years)</td>
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<td>2. Gender</td>
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<td>Previous adverse events from surgery</td>
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<td>Pregnancy history</td>
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<td>Hormone and oral contraceptives</td>
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<td>Diabetes mellitus</td>
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<td>4. Radiology</td>
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<tr>
<td>5. Physical Exam</td>
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</tr>
<tr>
<td>a. Nipple to inframammary crease position</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt;5 cm</td>
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</tr>
<tr>
<td>5-7 cm</td>
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<td>50%</td>
</tr>
</tbody>
</table>
Complete ONE MOC CME educational activity aligned with the selected tracer procedure

**Year 6: 2015**

<table>
<thead>
<tr>
<th>Activity</th>
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<tr>
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</tr>
<tr>
<td>PA-PS Tracer Procedure Log</td>
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<td>12/01/2015</td>
</tr>
<tr>
<td>“PA-FS Benchmarking Report”</td>
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<td>12/01/2015</td>
</tr>
<tr>
<td>“PA-FS MOC CME”</td>
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<td>12/01/2015</td>
</tr>
<tr>
<td>“PA-FS Action Plan”</td>
<td>Incomplete</td>
<td>12/01/2015</td>
</tr>
<tr>
<td>Professional Standing Update</td>
<td>Incomplete</td>
<td>12/01/2015</td>
</tr>
<tr>
<td>Download MOC-PS Certificate</td>
<td>Available upon completion</td>
<td></td>
</tr>
<tr>
<td>Download MOC-PS Participation Letter</td>
<td>Available upon completion</td>
<td></td>
</tr>
</tbody>
</table>

*Links will activate once tracer is finalized.

TOP

**MOC CME**

**Tracer Procedure Module (Augmentation Mammaplasty)**

To complete your PA-PS (Augmentation Mammaplasty) module, you must complete one of the MOC-approved CME activities aligned with your tracer procedure identified on the following list:

**Review MOC-approved activities:**
MOC-approved activities list

**Online articles can be found here:**
ASAPS  Journal of Hand Surgery  PRS Journal

☐ I attest I have completed one of the MOC-approved educational activities, as identified on the above list, aligned with my selected tracer procedure module.

Activity completed through [ ] (mm/dd/yyyy)

The MOC CME activity is subject to audit. The Board expects that the CME credit(s) awarded for this MOC-Approved CME activity will be reflected on your next Professional Standing CME list.

Click here to exit the MOC-PS page without saving changes.

Be sure to finalize!
Complete the Action Plan (Self Evaluation for Improvement) to note planned changes in practice

**Year 6: 2015**

<table>
<thead>
<tr>
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</tr>
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</tr>
</tbody>
</table>

*Links will activate once tracer is finalized.

^ TOP

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**Augmentation Mammaplasty**

Self Evaluation for Improvement - I plan to:

Following review of your benchmarking data, please select at least two areas where improvement can be made to your practice/patient care:

A. Surgeon Interaction with Patient
   - Increase time spent with patient
   - More thorough preoperative discussion with patient
   - More thorough preoperative analysis
   - Better selection of best procedure for each patient
   - Longer post-operative management/follow-up care
   - Provide more specific written instructions for post-operative activities for daily living
   - More streamlined hospital experience

B. Office Staff Interaction with Patient
   - More thorough follow-up communication with patient
   - More prompt attention to patient concerns
   - Provide brochures about surgery and post-operative care
   - Decreased wait time
   - Create presentations (PowerPoint, video, web, etc.) for patient education
   - Implement patient surveys

C. Perioperative Management
   - Increased efficiency in operating room/pre-operative experience
   - Decreased operative time
   - Improvement in antibiotic utilization according to best practice guidelines
   - Stop providing narcotics post-operatively
   - Improvement in operative technique
   - Improvement in post-operative management
   - Improve deep vein thrombosis (DVT) prophylaxis and/or management

*You must select two items in order to finalize your Action Plan to complete your PA-PS Module activity.
Step II: Professional Standing Update (NOT SELECTED FOR AUDIT)
Professionalism and Life Long Learning Requirements

NOTE: Diplomates originally certified in 1996 or 2006 who finalize the 2016 MOC-PS® Application will satisfy the Professional Standing requirement for 2015.
The Tracking system will automatically update the Professional Standing Update status once the application is finalized.

Assemble your professional standing reference information before beginning the form to assist in completing the required fields. Documentation required for CME hours only.

- **State Medical License(s):** List all state licenses with license numbers and expiration dates.

- **Hospital Privileges:** List hospital names, addresses, dates of appointments. The hospitals must be accredited by the Joint Commission or other approved organization authorized by the Centers for Medicare and Medicaid Services (CMS). Active, inpatient admitting hospital privileges in plastic surgery are required.

- **Advertising Materials from the last 12 months:** Select all that apply.

- **Peer Listing:** List names, titles and email addresses of 3 peers.

- **Patient Satisfaction:** The Board is conducting a survey of current practices.

- **Society Membership:** Select all that apply from the drop down list.

- **Outpatient Facility Accreditation:** List all outpatient facilities with name, city, state and accrediting body. It is expected that all surgery performed under conscious sedation will be performed in an accredited center.

- Upload a report, from a CME Provider, of 150 hours of CMEs completed between the period starting January 1, 2012 and ending December 1, 2015. The flexibility of more than 3 years is offered to assist those completing the professional standing update early in the year prior to the deadline.
  - The CME requirement must be completed by the deadline and meet the following minimum categories:
    - At least 60 hours in Category I.
    - At least 50 hours in plastic surgery activities.
    - At least 20 hours in patient safety.
• Submission of the American Society of Plastic Surgeons (ASPS) Summary of CMEs (current and previous CME cycle reports) or the American Medical Association (AMA) Physicians Recognition Program Report is preferred.

• ASPS members who use the ASPS service to track their CME credits can obtain a text (data) file of CME credits and a PDF file of the report from the ASPS website. The files may be uploaded to the Board’s online Professional Standing Update. This booklet includes instructions.

• A self-reported summary may also be entered in the Professional Standing Update. A certificate for each course listed must be uploaded online to complete each record manually entered. The certificates must include the name of the course; date of the course; category; and number of CME’s awarded.

• Category II credit hours must appear on a CME provider’s list such as ASPS, ACS, or AMA. The Board is unable to accept Category II credits unless they appear on a report from a CME Provider.

Step II: Professional Standing Update (SELECTED FOR AUDIT)
Professionalism and Lifelong Learning Requirements

NOTE: Diplomates originally certified in 1996 or 2006 who finalize the 2016 MOC-PS® Application will satisfy the Professional Standing requirement for 2015.

The Tracking system will automatically update the Professional Standing Update status to satisfied once the application is finalized.

Diplomates receive a “pop-up” message when accessing the Professional Standing Update if randomly selected for an audit. All supporting documentation, including CME documents, is required in order to finalize. If selected for audit, assemble all required documents and scan each file to a PDF:

➤ State Medical License(s): All state medical licenses with license numbers and expiration dates

➤ Hospital Privilege Letters: List hospital names, addresses and dates of appointments. All hospitals must be accredited by the Joint Commission or other approved organization authorized by CMS. Appointment Letters must include the following:
  ➤ Currently dated in 2015
  ➤ Signed letter in English on the hospital’s official letterhead
  ➤ Indication of status: active, courtesy, temporary. Current, inpatient admitting privileges in plastic surgery are required
- Indication of “plastic surgery” privileges. If letters do not specify “plastic surgery,” include a photocopy of your delineation of privileges indicating that your privileges extend to performing plastic surgery procedures
- Dates of appointment (e.g. January 1, 2015 – January 1, 2017)
- If practice is outside the United States, verification of privileges to practice in a hospital accredited by the appropriate country is required (must be translated into English)
- Privileges held exclusively at outpatient surgical facilities do not meet the requirements.

- **Advertising Material:** Upload a current copy of the home page & bio page of any active practice website(s). Also include screen shots of Facebook and Twitter accounts created for your practice. Upload copies of all print advertising materials published within the past 12 months. Examples of print advertisements include, but are not limited to, letterhead, brochures, telephone book (yellow pages) advertisements and other advertisements such as billboard images (digital proof copy in a PDF file is acceptable), announcement flyers, magazine and newspaper or internet advertisements (Groupon or other) and articles. Scan all advertising material as a group or separately by category and upload to professional standing form (4 megabyte limit for each PDF file).

- **Three Peer Review Evaluations are required:** Enter the name, titles and email addresses of three peers. A secure link will be emailed to your peers to complete an evaluation for you that will be submitted electronically to the Board Office. **Peer Review Evaluations are due by the MOC Activities deadline.** The diplomate must check their individual MOC-PS tracking page on the Board’s website to verify that the Peer Evaluations have been completed. The tracking page will update automatically as the online forms are received. Peers must fall into the following categories:
  - Chief of Staff, Chief of Surgery or Chief of Plastic Surgery*
  - ABPS certified plastic surgeon
  - Anesthesiologist
  - Nursing Supervisor

*At least one evaluation must be completed by the Chief of Surgery, Chief of Staff or Chief of Plastic Surgery at one hospital where the diplomate practices plastic surgery. The hospital must be accredited by the Joint Commission or other approved organization authorized by CMS.

- **Proof of Society Membership:** association member card or online roster page. Participation in local or hospital committees may be considered if no sponsoring organization membership.
➢ Outpatient Facility Accreditation: List all outpatient facilities. Letters or certificates from AAAASF, AAAHC, State Board or Medicare certification are acceptable. **It is expected that all surgery performed under conscious sedation is performed in an accredited center.**
   - Certificates are not required for hospital-based surgical centers accredited by the Joint Commission but all outpatient facilities must be identified on the professional standing form.

➢ CME Reports: See above.

PDF Assistance - Uploading Documentation for the online processes

➢ Locate a copier that will scan to a PDF file. Many copiers, scanners and fax machines have this capability. Save the PDF’s to your desktop so you can browse and upload from there.

➢ Scan a letter or picture of a document (jpeg format) and copy to a Word document. Save the Word document as a PDF file. Be sure to select PDF as your file type.

➢ Scan a letter or picture of a document (jpeg format) and upload it to www.pdfonline.com or a similar service. At minimal or no cost, they will convert the document to a PDF file.

➢ Those who receive faxes as digital fax images can print to PDF if Adobe Acrobat is available.

➢ As a last resort, go to an Office Supply store with the paper documents and for a nominal fee, they can provide the individual documents as a PDF file to you on a CD or flash drive that you can use to upload to the Board’s website.

Uploading your ASPS CME report to the Board’s website
(Professional Standing Update)

ASPS provides CME reports including total Plastic Surgery hours, Category I hours, and Patient Safety hours. The files are available once logged in to the ASPS member site, www.plasticsurgery.org. **Diplomates must download BOTH PDF and data (text) files for CME report(s).** A manual report may also be produced spanning 2012-2015. The PDF file will serve as your documentation. The text file will fill in your CME data on the Board’s website.

You are responsible for the integrity of the text file once it is downloaded from ASPS. It is expected that the text file list of CME credits will correspond with the ASPS CME Report PDF documentation.

The Board is working with other specialty societies who may offer their members CME reports in PDF and text file formats for ease of uploading to the Board’s website. Diplomates may request the file specifications by contacting the Board Office at staff@abplsurg.org.
Download Current and Previous CME reports from ASPS website

- Go to www.plasticsurgery.org and log in using the Member Login link
- Click the “My Account” link at the top of the page
- Click “CME Report” under Membership Overview
  
  1. Click “Download PDF Report”; save to desktop
  2. Click “Download ABPS Data File”; save to desktop
  
  3. **Note: The ASPS cycle and Board’s three year cycle often overlap.** Repeat Steps 1 & 2 with your Previous CME report if necessary to satisfy the Board’s 150 minimum CME requirement. Click “View Previous CME Cycle.”

Upload Current and Previous CME reports to Board’s website

- Log in to the Board’s website, www.abplsurg.org.
- On your MOC Tracking page, click on the Professional Standing Update link.
- Click the link “Import Data Records File” in the CME question on the Professional Standing Update.
  
  1. **Step 1:** Browse and Upload the CME PDF file
  2. **Step 2:** Browse and Import the CME data (text) file
  3. Repeat Steps 1 & 2 with your Previous CME report if necessary to satisfy the Board’s 150 minimum CME requirement.
  4. Click the link “Return to CME List.”
  5. If necessary, manually enter any CME credits which are not present on the ASPS report and upload the supporting CME certificate in PDF format.

Please contact the Board office if you need assistance with this process.
We are here to help!
CME SCREEN SHOTS

ASPS website www.plasticsurgery.org

Click “My Account” – Click “CME Report” - Complete Steps 1 & 2.

Membership Overview

- Practice Type: Academic
- Practice Demographic: 100% Cosmetic
- You did not volunteer for project CARE
- Opt-in to be displayed in Find a Surgeon
- Update My Procedures

You can quickly access:
- CME requirements
- CME Submission
- CME Report

<table>
<thead>
<tr>
<th>Total</th>
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<th>282.75</th>
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<tr>
<td>Hours Needed</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Hours Required</td>
<td>60/150</td>
<td>50/150</td>
<td>20/150</td>
<td>150</td>
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</table>

Upload CME to ABPS

Download PDF Report  Download ABPS Data File

Both files are required to upload CME to the ABPS website.
ABPS website www.abplsurg.org

Access Professional Standing Update - Click “Import Data Records File” – Complete Steps 1 & 2.

<table>
<thead>
<tr>
<th>CME Activities Records</th>
<th>Total CME Hours: 0 (150 required)</th>
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<tbody>
<tr>
<td></td>
<td>Total Category I CME Hours: 0 (60 required)</td>
</tr>
<tr>
<td></td>
<td>Total Plastic Surgery CME Hours: 0 (50 required)</td>
</tr>
<tr>
<td></td>
<td>Total Patient Safety CME Hours: 0 (20 required)</td>
</tr>
</tbody>
</table>

Import Data Records File

Click on import to upload CME records from a text file meeting the specification. (Click here for the specification.) You will be asked to select the documentation file for upload (.PDF file and the documentation file must include for import (.txt file). Please note that the documentation file must include for all CME records included in the data file.

List of CME’s: Upload proof of 150 hrs:*

If you plan to use an overall CME report from ASPS, please click here for the instructions.

Step 1 - Upload CME Documentation (PDF File)

Note: Step 1 must be completed prior to Step 2.
Click [Browse] to locate the file for upload.
Document must be PDF format and less than 4MB in size.
You must click [Upload] to save!

Step 2 - Import CME Data (Text File)

Note: Only valid records are imported.
Click [Browse] to locate the file for import.
You must click [Import] to save!
Document must have file extension of “.txt” and formatted correctly and less than 4MB in size.

Data Import [Browse] [Import]
Confirmation of Participation in MOC-PS®

Certificate of Completion and StarMark Logo

When the MOC-PS® requirements are completed each year, a letter of participation, an annual completion certificate and the ABMS MOC StarMark logo are available for download on the diplomate’s MOC-PS® tracking page when logged in to the Board’s website.

ABMS Starmark Logo

The ABMS implemented a Starmark Logo used by all 24 ABMS member boards with the specific specialty board listed. This Starmark Logo allows each plastic surgeon to be identified as participating in the Maintenance of Certification Program. Diplomates of the various ABMS boards are able to use this logo on their practice communication materials. The ABMS has a public educational campaign to explain the importance of initial board certification and Maintenance of Certification in terms of the patients’ safety and quality of care. Visit www.certificationmatters.org to view the ABMS public website.

Certification Matters: Display the ABMS StarMark Logo on your website and marketing materials to demonstrate your commitment to quality improvement through self-assessment and lifelong learning. Use of the StarMark Logo is a way for all ABPS diplomates participating in MOC-PS® to differentiate themselves from other physicians who are not certified by an ABMS specialty board. The logo files are available for download on your individual tracking page of the Board’s website once all requirements are met each calendar year. Contact staff@abplsurg.org for assistance.

The use of the Board’s Logo (above) is not permitted for any purpose. Diplomates should remove this logo from all practice websites.
Consequences of not completing the MOC-PS® requirements

- **Late Fee:** PA-PS modules finalized after December 1st require a Late Penalty Fee of $160.00. Help the Board avoid charging this fee by finalizing by December 1st!

- **MOC-PS® Status - “Not Current”:** The Board will report the diplomate’s MOC Participation status as “Not Current” to consumers and to ABMS if the diplomate is six months overdue on one or more MOC-PS® requirements.

- **450 CME credits** for the 10-year period must be submitted. Those who do not submit 150 credits in years 3 and 6 of the 10 year MOC cycle must document 450 total CME credits by year 9.

- All past due fees, including the Annual MOC Contribution, and requirements must be complete for approval of the MOC-PS® Examination Application.

Consequences for Time-Limited Certificate Holders who do not complete all MOC-PS® requirements by year 10 of the certification cycle*

The components of MOC-PS® must be completed in the required time frame as outlined in the beginning of this booklet. If the components are not completed in the required time frame, following appropriate notification from the Board, the following will occur:

- The MOC-PS® Examination Application will not be approved.
- **Certification will expire.** All MOC requirements must be satisfied in order to take the MOC-PS® Cognitive Examination to renew primary certification.
- Expired certification will be reported in the Consumer Search on the Board’s website.
- Notification to ABMS and removal from database of certified diplomates.
- Notification to the Board’s Sponsoring Organizations and major plastic surgery societies.

*Diplomates with certificates that expired prior to the MOC program requirements who wish to enter the MOC Program must complete a Part IV practice assessment tracer module in addition to the application, examination and required fees.

Help the Board avoid imposing penalties

- Frequent email reminders will be sent. Keep your email address current.

Contact the Board at staff@abplsurg.org with questions regarding MOC-PS®.
MOC-PS® Activities

Frequently Asked Questions
2015 MOC-PS® Activities FAQ’s

GENERAL QUESTIONS

1. Who is required to complete the MOC Activities in 2015?

Diplomates in year 3, 6, or 9 of the 10 year MOC cycle. This includes:

Diplomates with certificate expiration dates in 2016, 2019 or 2022. Also, Lifetime Certificate Holders who entered the MOC-PS® program in 2006, 2009 or 2012 are required to complete the 2015 MOC Activities to maintain their “participating and current” MOC-PS® status.

2. I just completed the MOC Examination, am I still required to complete the MOC Activities?

Yes. The MOC Examination is a separate requirement from the MOC Activities. The MOC activities are completed at years 3, 6 and 9 of the 10 year cycle, as noted above. Completion of the activities is required to successfully complete the MOC program for the current cycle. However, if the application for examination was submitted in the year prior to the activities year, then the application will satisfy the professional standing requirement.

3. How do I access the MOC Activities?

Log in to the Board’s website. Your MOC-PS® tracking page will appear outlining MOC requirements by both calendar year and MOC cycle year. If you do not see the tracking page upon log in, then click the MOC-PS link found in the top right hand corner of the screen. The MOC-PS® tracking page will also note the status, deadline and completion dates of each requirement over the ten year MOC cycle. Scroll down to year 2015 and access links to the PA-PS Tracer Procedure Log and Professional Standing Update.

4. What is required?

Finalize the PA-PS Module and Professional Standing Update by December 1, 2015. The PA-PS Module requires completion of one tracer procedure log (data entry of 10 consecutive cases of one procedure), benchmarking report review, completion of a MOC-approved CME (educational activity offered by a CME provider aligned with the tracer procedure), and Action Plan for Improvement. The Professional Standing Update requires you to list: medical license(s), hospital privileges, advertising material, society membership, accredited outpatient facilities, peers and documentation of at least 150 CME hours.

5. Must the 10 consecutive cases be performed in the same year I am completing the PA-PS Module?

The 10 selected cases can be performed any time within the past three years, as long as they are consecutive.
6. What if I am completing the 2016 MOC-PS® Examination Application during the same year the MOC Activities are required? (Applies only to diplomates with certificate expiration dates in 2016 or diplomates (lifetime certificate holders) who entered the MOC program in 2006)

Once finalized, the Application information will satisfy the Professional Standing requirement. This also applies to diplomates who submitted the application for the 2015 MOC-PS® Examination. The MOC-PS® Tracking screen will automatically update and display a “satisfied” status next to the Professional Standing Update once the application is finalized. If you need assistance determining what is required, contact the Board Office at 215-587-9322.

7. Who do I contact if I have a technical issue?

Please contact our technical support team – Web Data Solutions – support@dataharborsolutions.com or (312) 944-0642 M-F 9:00 a.m. to 5:00 p.m. Central Time. You can also contact the Board Office at staff@abplsurg.org or 215-587-9322.

8. What are the consequences of not completing the MOC Activities by December 1st of the required year?

A late penalty fee of $160.00 will automatically be charged to those who begin the MOC Activities after December 1st.

9. What are the consequences of not completing the MOC Activities by the late deadline of December 31st during the required year?

An MOC participation status of “Not Current” will be reported on the “Is Your Surgeon Certified?” consumer search on the Board’s website and reported to ABMS once the diplomate is 6 months overdue on one or more requirements. You must be current on all MOC requirements for a “Current” status to be reported.

10. Reciprocity for MOC: If I fulfill MOC requirements for an MOC program offered through another organizations (e.g. local hospital, membership organization, or other ABMS Board), can that satisfy my MOC requirements for the ABPS?

The Board is currently in the application process for participation in the ABMS Multispecialty MOC Portfolio Program. This will allow diplomates to satisfy the Board’s Part IV requirements if they are completing approved quality improvement activities through their own organizations. Additionally, the Board will now accept MOC credit for Parts I and II if completed through the American Board of Surgery. Contact the Board Office for assistance.

11. What do I have to do next for MOC?

Access your MOC-PS® tracking page located on the Board’s website after secure log in. Your 10 year MOC cycle requirements are listed with status, deadline and completion dates. Be sure to check for Alerts at the top of your tracking page for any incomplete items. Contact the Board Office if you need further assistance.
12. Will I receive confirmation from the Board that I am current with my MOC requirements?

Once the MOC requirements are met each calendar year, a Certificate and Board Participation letter will appear on your MOC-PS® tracking page. The letter and certificate can be printed or saved to your desktop. Provide the documents to your hospital staff credentialing department. Look for the following links under Alerts:

- Download Current MOC-PS Certificate
- Download Current MOC-PS Participation Letter
- All current requirements have been satisfied for the (12/01/20XX) cycle.

13. Can I use the Board Logo on my advertising materials?

The Board does not allow diplomate use of the trademarked logo. However, as a result of your successful participation in MOC-PS®, you may use the ABMS StarMark Logo on letterhead, website, advertisements and business cards. Look for the following link under the Alerts section:

- Certification Matters: Display the ABMS StarMark Logo on your website and marketing materials to demonstrate your commitment to quality improvement through self-assessment and lifelong learning. Use of the StarMark Logo is a way for all ABPS diplomates participating in MOC-PS® to differentiate themselves from other physicians who are not certified by an ABMS specialty board.

- Click here to download ABMS MOC Starmark Symbol Documents.

PA-PS MODULE QUESTIONS

1. Can I preview the modules before making a payment?

Yes. Once logged in to the Board’s website, click on the link “Preview/Print tracer procedure data fields” found at the top of the MOC Tracking screen under Reference Documents. You may preview and/or print screen shots displaying the required data fields before selecting one tracer procedure to complete. Payment is required once you do select a tracer procedure before you can enter your cases online.

2. What is the fee for the Practice Assessment Module?

Payment of $285.00 grants you access to enter 10 consecutive cases in order to complete one Practice Assessment in Plastic Surgery (PA-PS) Module. Once you have chosen a tracer procedure, click on the link “PA-PS Tracer Procedure Log” in the required year to access the payment screen. You must make this payment on or before the deadline of 12/01/15 in order to avoid the late penalty fee that will automatically be applied after the deadline date.

3. Must I complete data entry of all 10 cases for the tracer procedure at one time?

No. Data is automatically saved while scrolling through the pages of each case. However, once you click “finalize tracer procedure log”, you will not be able to edit the information. You must finalize by December 1st.
4. If one tracer procedure is selected and payment is made, can I then change my selection?

Yes. If necessary, you may contact the Board Office at staff@abplsurg.org to request a change in the selected tracer procedure. This request may take a few business days to process. Screen shots of each tracer procedure are available on the MOC-PS® Tracking page to preview prior to payment. The Board recommends that you review the content of the procedure you are considering before making your selection.

5. Can I complete more than one module in a year?

Should you want to complete more than one module, please contact the Board Office at staff@abplsurg.org. Arrangements can be made.

NOTE: Modules must be completed during the required years 3, 6 and 9 based on the certification expiration year. Completing two modules in year 3 would not exempt a diplomate from completing the required modules in years 6 and 9.

6. What is the difference between the tracer procedure questions with square box choices and the questions with round dot choices?

The questions with square boxes allow you to select more than one answer. The questions with round dot choices allow only one answer to the question. All round dot choices must be answered or the program will give you an incomplete submission message and take you back to the unanswered round dot question to enter the data. Square box choice answers are not obligatory, but if all are completed, the benchmarking report will provide you with better feedback about your practice.

7. What if I select a round dot choice and want to deselect it?

All questions with the radial (round dot) buttons must be answered. If you selected a radial button by mistake, you may change your selection or select “N/A” if no other option applies.

8. How do I add other CPT Codes?

Simply enter the CPT Code in the free text field and then click on the link “Add CPT code(s) for other procedure(s) performed during this operation.” The program will then verify the CPT Code entered and it will appear above with the description.

9. Why do I have an error message that states “Case is Incomplete”?

If the case is missing required data, this notification that “Case is Incomplete” will appear on the page until the missing case data is entered. Click the link “Click here to go to the first incomplete page of this case.” The incomplete fields will be highlighted in red. Once the required data is entered, the status will change to “Case is Complete.” You can then go to another case using the drop down menu at the bottom of the screen.
10. Why did the answer I entered disappear?

If you enter an answer that does not apply or is not formatted correctly, the system will delete it and highlight the field in red (e.g. entering text in a numeric only field).

11. Must I save each page of the case?

Data is automatically saved when you go to another page by clicking the page number or “next” at the bottom of the screen. Data is also automatically saved when you use the drop down menu to access another case. Once a case is complete, a notification that displays “Case is Complete” will appear in red.

12. How do I access individual cases?

Ten case number links will appear after selection of the preferred tracer procedure and submission of the required fee. Click on the case number links to access the individual cases. If you are in the data fields’ screen of one case and want to access another case, click on the drop down menu at the bottom of the screen. You may edit the cases as needed until all are finalized. Be sure to click on the link “Finalize Tracer Procedure Log” to submit your data. The tracer procedure log must be finalized by December 1st.

13. Why can’t I access the Benchmarking report, Action Plan, and MOC CME links?

The links on the MOC tracking page for the benchmarking report, MOC CME and Action Plan will not be activated until you finalize your tracer procedure log of ten cases. These next steps are “grayed out” until the ten cases are completed and finalized. Once your log is finalized, you may view your benchmarking report and complete the MOC CME and Action Plan.

14. How long will I have access to my benchmarking reports?

You will have access to your benchmarking reports throughout your ten-year MOC cycle.

15. When must I complete the MOC CME?

The MOC CME educational activity can be completed within three years of completing the MOC Activities. Therefore, diplomates who are attending a society meeting which offers MOC-approved courses will satisfy the MOC CME requirement if the course is completed by the December 1st deadline. The MOC CME activity must be aligned with the chosen tracer procedure.

16. Must I provide documentation to the Board when the MOC CME activity is complete?

No. Once the tracer procedure log is finalized, review the list of MOC CME activities aligned with that tracer procedure, attest to the completion of one of the activities (course or article), enter the date of completion and click “finalize.”
17. Who do I contact if I have a question on a data item?

Please contact the Board Office at staff@abplsurg.org. The data fields have been carefully reviewed and beta tested by Board Directors and Advisory Council members. It is expected that feedback from diplomates will add to this FAQ reference list and provide guidance to the Board for future upgrades to the process.

18. What if I do not have 10 cases of any one tracer procedure?

You must write a letter to the Board outlining your current practice situation. The Executive Director will review and confirm in writing if you have been approved to participate in the Maintenance of Certification Program under the Board’s policy for Physician’s with Special Circumstances and provide further guidance. If approved, an MOC-approved patient safety activity must be completed in lieu of the PA-PS Module. The Professional Standing Update will still be required.

19. I am completing the MOC Activities for the second or third time during my MOC cycle. Which tracer procedure should I select?

Diplomates are encouraged to repeat the same tracer procedure for two sequential (three-year) cycles in order to provide a full self-assessment and learning experience for practice improvement. For example, select Breast Reduction in years 3 and 6. Diplomates will be provided with their historical tracer data for comparison purposes and to evaluate improvement between cycles.

After two cycles of completing the same module, selection of a different tracer procedure is recommended to optimize other areas of practice. For example, after completing Breast Reduction in years 3 and 6, select Facial Skin Malignancy in years 9 and 3. However, if additional improvement is identified after two Practice Assessments, then the same tracer may be utilized a third time.

20. What is the Action Plan for Improvement?

The Action Plan for Improvement (self-evaluation) is the final step in the PA-PS process after completion of the tracer procedure, review of the benchmarking report and participation in an MOC-approved educational activity. This final step records the planned adjustments you will make within your practice based on your assessment. If this is your second or third time completing the MOC Activities, the Action Plan will also show your self-evaluation selections from your previous cycle to determine whether improvement was made. An improvement plan is then identified for the next cycle.

21. Why does the Action Plan look different than when I completed it in previous years?

The Action Plan was revised to create a more streamlined process to show improvement in practice. Diplomates completing this activity will now identify and select at least two areas where improvement can be made to their practice and/or patient care following review of their Benchmarking data.
PROFESSIONAL STANDING QUESTIONS

1. Where do I access the Professional Standing Update?

   Once logged in to the Board’s website, there is a link on the MOC-PS® Tracking page under the required activities cycle year to access your Professional Standing Update. The Professional Standing component can be completed at any time during the PA-PS module data work. It is not necessary that the tracer procedure log be completed before the Professional Standing Update.

2. The Professional Standing screen states that “You have NOT been randomly selected for the audit”, what does this mean?

   The Board designated a percentage of all participants for audit. Diplomates are selected at random by the web-program. If you have NOT been selected for the documentation audit, you only need to enter the required information on the Professional Standing Update. The only question that requires supporting documentation is #4, List of CME’s. All diplomates are required to upload documentation of at least 150 CME hours from January 2012 up to the deadline date on December 1st.

3. The Professional Standing screen states that “You HAVE been randomly selected for the audit”, what does this mean?

   If you HAVE been randomly selected for the Board’s documentation audit, you will receive a “pop-up” message in red advising you when you access the Professional Standing Update for the first time. A note confirming you have been selected will remain at the top of each screen. Diplomates selected for audit must enter the required information and provide ALL supporting documentation as PDF files. Please refer to the instructions listed previously in this booklet for further details on the documentation requirements. Contact the Board Office if you need any assistance.

4. What are the CME requirements?

   The Board requires at least 150 CME hours including 60 Category I, 50 in plastic surgery and 20 in patient safety. For 2015, the Board will accept CME’s earned from January 1, 2012 up to the December 1, 2015 deadline date.

   ASPS provides CME reports including total Plastic Surgery hours, Category I hours, and Patient Safety hours. You must download both the PDF and the data (text) file of your CME report from www.plasticsurgery.org. The PDF will serve as your documentation. The text file will fill in your CME data. You are responsible for the integrity of the text file once it is downloaded from ASPS. It is expected that the text file list of CME credits will correspond with the ASPS CME Report PDF documentation.

   The Board is working with other specialty societies who may offer their members CME reports in PDF and text file formats for ease of uploading to the Board’s website. Diplomates may request the file specifications by contacting the Board Office at staff@abplsurg.org.
5. How can I upload my ASPS CME Report to fulfill the Board’s Professional Standing Update CME requirements?

Follow these steps:

Download Current and Previous CME reports from ASPS website

- Go to www.plasticsurgery.org and log in using the Member Login link
- Click the “My Account” link at the top of the page
- Click “CME Report” under Membership Overview
  1. Click “Download PDF Report”; save to desktop
  2. Click “Download ABPS data file”; save to desktop
  3. Repeat Steps 1 & 2 with your Previous CME report if necessary to satisfy the Board’s 150 minimum CME requirement. Click “View your previous CME cycle.”

Upload Current and Previous CME reports to Board’s website

- Log in to the Board’s website, www.abplsurg.org.
- On your MOC Tracking page, click on the Professional Standing Update link.
- Click the link “Import Data Records File” in the CME question on the Professional Standing Update.
  1. Step 1: Browse and Upload the CME PDF file
  2. Step 2: Browse and Import the CME data (text) file
  3. Repeat Steps 1 & 2 with your Previous CME report if necessary to satisfy the Board’s 150 minimum CME requirement.
  4. Click the link “Return to CME List.”
  5. If necessary, manually enter any CME credits which are not present on the ASPS report and upload a CME certificate in a PDF file.

6. Who do I contact if I have difficulty downloading “My CME Report” from the ASPS website for the Professional Standing component?

Please contact ASPS member services at 1-800-766-4955 or memserv@plasticsurgery.org.

7. What if I am unable to meet the CME Requirements by the deadline?

You have up to six months after the deadline date to meet the CME requirements before your MOC-PS® Participation status is reported to consumers as “Not Current.” The Professional Standing Update will not finalize unless all CME requirements have been met.

8. What if I am unable to meet the Professional Standing Requirements?

You must write a letter to the Board directed to the Executive Director. Outline your current practice situation (confirm if you hold hospital privileges) and provide an explanation as to why the requirements cannot be met at this time. The Board will confirm in writing if you have been approved to participate in the Maintenance of Certification Program under the Board’s policy for Physician’s with Special Circumstances and provide further guidance.

9. Where can I find patient safety CME offerings?

The Board provides a list of courses on our website in the “Diplomates” section.
MOC-PS®
Board Policies and
Reference Tables
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Aesthetic Surgery Education and Research Foundation (ASERF)
American Council of Academic Plastic Surgeons (ACAPS)
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American Association of Pediatric Plastic Surgeons (AAPPS)
American Association of Plastic Surgeons (AAPS)
The American Burn Association (ABA)
American Cleft Palate-Craniofacial Association (ACPA)
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American Society for the Peripheral Nerve (ASPN)
American Society for Aesthetic Plastic Surgery, Inc. (ASAPS)
American Society for Craniofacial Surgery (ASCFS)
American Society for Reconstructive Microsurgery (ASRM)
American Society for Surgery of the Hand (ASSH)
American Society of Maxillofacial Surgeons (ASMS)
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American Surgical Association (ASA)
Canadian Society of Plastic Surgeons (CSPS)
The Council on State Affairs
Plastic Surgery Research Council (PSRC)
Plastic Surgery Foundation (PSF)
American Head & Neck Society (AHNS)
Mission Statement
The Mission of The American Board of Plastic Surgery, Inc. is to promote safe, ethical, efficacious plastic surgery to the public by maintaining high standards for the education, examination, certification and maintenance of certification of plastic surgeons as specialists and subspecialists.

Purpose
The purpose of this Booklet of Information is to describe the Board’s Maintenance of Certification Program Activities, required in years 3, 6 and 9 of the 10 year certification cycle. A separate booklet describing the application and examination process, required in years 7, 8 or 9, is published annually. This Booklet of Information supersedes all previously published information of the Board covering requirements, policies and procedures and may be modified at any time.

The Board approved MOC-PS® for the following reasons:
1. To uphold the mission of the Board to promote safe, ethical, efficacious plastic surgery to the public.
2. To provide diplomates who hold a ten year time-limited certificate an opportunity to renew certification.
3. To remain in the mainstream of contemporary medicine and join with the other Member Boards of the American Board of Medical Specialties (ABMS).
4. To provide a process by which all diplomates of the Board may comply with state licensure requirements and those of other organizations such as hospitals, HMOs and other third party payers.

Who needs MOC-PS®?
1. Maintenance of Certification (MOC-PS®) is offered to all diplomates who voluntarily seek evidence of their continuing qualifications in the specialty of plastic surgery. ABPS is one of the 24 member boards of the American Board of Medical Specialties offering an MOC Program. The MOC-PS® Program replaced Recertification in Plastic Surgery effective 2007. Diplomates certified in 1995 and after, who hold a 10-year time limited certificate, are required to participate in the MOC-PS® Program to renew certification.
2. Directors, Advisory Council Members, Examiners of the Board and MOC-approved course instructors are required to participate in MOC-PS®.
3. The Board of Directors of ASPS, PSF, ASAPS, AAPS, and all Program Directors are strongly encouraged to participate.
4. Diplomates certified in 1994 or earlier who hold a lifetime certificate and who, although not required to participate in MOC-PS®, may desire to show evidence of continued assessment in plastic surgery by participating voluntarily in the program.
Board Office Policies and Reminders

- The Board Office is unable to verify receipt or completeness of materials by telephone.
- Diplomates with incomplete materials will be notified via email.
- Incorrect or incomplete submissions (document uploads) may result in a Missing Items Penalty Fee.
- Change in address, telephone number, email, etc. must be updated on the Board’s website. Diplomates must log in and click “My Profile.”
- The Board Office is unable to accept faxed or emailed documents in lieu of required uploads to the Application, Reply Form or MOC-PS® Activities. If you need assistance, send an email to staff@abplsurg.org or call the Board Office.
- Payment is accepted only by credit card – VISA, Master Card, or American Express.
- Reissue of Board letters or documents requires a photocopying fee if unable to print from Physician Profile on Board’s website.
- Note all Board deadline dates carefully to avoid penalties or exclusion from examination.
- Stay current on all Board requirements via the Board’s website.
- Log in to the Board’s website to review your MOC-PS® Tracking page.

Web-based Services
The Board’s web-based services for the MOC-PS® processes include:

- Customized Physician Profile with online tracking of MOC-PS® requirements, status and deadline dates.
- Submission of change of address and questions to the Board.
- Downloadable reference documents, approval letters, result letters and scheduling permits.
- Online submission of application, reply form, peer review and MOC-PS® Activities.
- Notification of examination results.
- Practice Assessment in Plastic Surgery (PA-PS) modules.
- Payment by credit card.
- Payment history for MOC-PS® Annual Contribution.
- Confirmation of Participation documents and ABMS StarMark Logo available once the MOC-PS® requirements are met each year.
- Consumer Look-up feature “Is Your Surgeon Certified?” to verify physician certification and MOC-PS® participation status.
Rules and Regulations

The Board at its sole discretion may adopt such further rules and regulations governing requirements for the MOC-PS® Program, issuance of certificates, and notice of MOC-PS® as necessary.

All diplomates must comply with the current regulations in effect for the year in which the MOC-PS® Program and the cognitive examination is taken regardless of the time the MOC-PS® Application Material was approved. It is the responsibility of diplomates to seek information concerning the current requirements for MOC-PS® through the Board. The Board does not assume responsibility for notifying diplomates of changing requirements or the impending loss of admissibility to take an examination.

Decisions of the Board

No Officer or Director of the Board is solely empowered to make decisions on the qualifications of any diplomate. Decisions are rendered only on the basis of completed Application Material submitted to the Board Office, the completion of such other requirements of the Board as may be published, and upon completion of the cognitive examination.

Request for Special Consideration or Review

Diplomates who do not meet the established requirements and require a Committee review must send a detailed letter of request or letter of explanation, Credentials Review Fee as listed on the Fee Schedule, Curriculum Vitae and recommendation letters. Deadlines are as follows:

- Spring Meeting (deadline for receipt of all material and fees is February 1)
- Fall Meeting (deadline for receipt of all material and fees is September 1)

Inquiries as to Status

The Board does not consider a diplomate's record to be in the public domain. When an inquiry is received regarding a diplomate’s status with the Board, a general, but factual, statement is provided which indicates the diplomate’s status within the MOC-PS® Program. The Board will provide the date of the original certificate, whether or not it is still in effect, and whether the plastic surgeon is currently maintaining certification. ABMS reports only on the current status of certified diplomates and if they are participating in MOC. The Board provides this information only to individuals, organizations, and institutions with a reasonably valid "need to know" for professional reasons. Only written requests for verification of a diplomate’s status in the MOC-PS® Program are accepted. A fee according to the current Fee Schedule will apply to all individuals who submit a request for written information on the status of a diplomate.
Certificates

The Board approved revisions to the current MOC-PS certificate after careful consideration of the feedback received from diplomates. The certificates will now display the initial dates of certification and all subsequent MOC-PS renewal dates effective in 2014. Additional MOC-PS certificates may be ordered for those issued prior to 2014 by submitting a written request to the Board Office with the applicable fee according to the current fee schedule.

Certificates issued by the Board shall be in such form as the Directors determine. Certificates are signed by the Chair, Secretary-Treasurer and Executive Director of the Board and shall have placed upon them the official seal of the Board.

Certificates of the Board shall state that the holder has met the requirements of the Board and is certified by the Board as a medical specialist in plastic surgery and is entitled to be known as a “diplomate of The American Board of Plastic Surgery, Inc.” Since 1995, certificates issued by the Board are dated and will be valid for ten years but subject to participation in the MOC-PS® Program. Certificates issued prior to 1995 are valid indefinitely.

The names of all diplomates will be submitted to the American Board of Medical Specialties (ABMS) for publication in its directory. Diplomates should notify the Board in advance if they do not wish to be listed.

Additional certificates are available upon written request. A fee according to the current Fee Schedule for each certificate ordered must be included with the request. The diplomate’s name should be listed as it should appear on the certificate. Only medical degrees (e.g. M.D., D.O., D.M.D., and D.D.S.) verifiable by documents submitted during the application process and present in the diplomate’s file can be listed.

Physicians with Special Circumstances

The Board’s policy for Physicians with Special Circumstances is located on the Board’s website under the “Diplomates – MOC-PS Reference Documents” links. This policy allows a diplomate with special circumstances to maintain their certification if they do not meet all of the requirements due to current state of practice or academic position held. Contact the Board Office at staff@abplsurg.org or 215-587-9322 for further details. A formal request from the diplomate, outlining his or her current practice situation, must be received in the Board Office for consideration of approval by the Board’s Executive Director.

For those approved and participating in MOC-PS® under the Physicians with Special Circumstances Policy, a patient safety educational activity must be completed in lieu of the PA-PS Module in years 3, 6 and 9 of the 10 year cycle. The ABMS has worked with
the National Patient Safety Foundation (NPSF) to offer a patient safety curriculum via a web-based link accessible through the Board’s website. ASPS and other societies also offer MOC-PS® approved patient safety educational activities. Courses are listed on the Board’s website under the Diplomates section of the home page. Evidence of completion of CME activities will be submitted electronically. Physicians with Special Circumstances must also complete the Professional Standing Update in years 3, 6 and 9.

**Physician Quality Reporting System (Medicare reimbursement)**

The Centers for Medicare and Medicaid Services (CMS) established a Physician Quality Reporting System (PQRS), including an incentive payment for eligible professionals who satisfactorily report data on quality measures for covered professional services furnished to Medicare beneficiaries.

The Board initially applied to participate in PQRS and was approved by CMS. However, additional MOC requirements for our diplomates to meet the incentive program requirements and additional cost for programming was weighed against a survey conducted to diplomates. The survey results demonstrated a low interest in the CMS MOC Incentive Program. Therefore, the Board voted not to participate.

Those who are interested in the PQRS reimbursement should contact the ASPS at memserv@plasticsurgery.org for additional information about the CECity Program.
Requirements for the Maintenance of Certification Program

Four basic components for Maintenance of Certification were approved unanimously by all 24 member boards of the American Board of Medical Specialties (ABMS):

1. Evidence of professional standing (Part I MOC).

2. Evidence of a commitment to lifelong learning and involvement in periodic self-assessment (Part II MOC).

3. Evidence of cognitive expertise (Part III MOC).


Evaluation of the Six Competencies aligned with ABPS MOC-PS® Activities

<table>
<thead>
<tr>
<th>COMPETENCY / COMPONENT</th>
<th>PROFESSIONAL STANDING</th>
<th>LIFELONG LEARNING / SELF-ASSESSMENT</th>
<th>COGNITIVE EXPERTISE</th>
<th>PRACTICE PERFORMANCE ASSESSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. MEDICAL KNOWLEDGE</td>
<td>Peer Review</td>
<td>Peer Review</td>
<td>Secure exam</td>
<td>Continuing Medical Education</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Continuing Medical Education</td>
<td></td>
<td>course or article related to tracer procedure modules</td>
</tr>
<tr>
<td>2. PATIENT CARE AND PROCEDURAL SKILLS</td>
<td>Patient Experience of Care* Peer Review</td>
<td>Tracer procedure modules</td>
<td>Exam performance Peer Review</td>
<td>Patient Experience of Care* Benchmarking of case performance against peers</td>
</tr>
<tr>
<td>3. INTERPERSONAL SKILLS AND COMMUNICATION</td>
<td>Peer Review</td>
<td>Continuing Medical Education</td>
<td>Continuing Medical Education</td>
<td></td>
</tr>
<tr>
<td>4. PROFESSIONAL STANDING</td>
<td>Peer Review Licensure Hospital privileges Society memberships</td>
<td>Peer Review</td>
<td>Peer Review</td>
<td>Peer Review</td>
</tr>
<tr>
<td>5. PRACTICE-BASED LEARNING AND IMPROVEMENT</td>
<td>Peer Review</td>
<td>Tracer procedure modules</td>
<td>Tracer procedure modules</td>
<td>Tracer procedure modules Benchmarking</td>
</tr>
<tr>
<td>6. SYSTEMS-BASED PRACTICE</td>
<td>Peer Review</td>
<td>Peer Review Tracer procedure modules Benchmarking</td>
<td>Tracer procedure modules Benchmarking</td>
<td>Peer Review Patient Experience of Care* Tracer procedure modules Benchmarking</td>
</tr>
</tbody>
</table>

*NOTE: The Patient Experience of Care Survey is currently in development.
## WHAT IS REQUIRED FOR MOC-PS®? (10 Year Cycle)

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>ASSESSMENT METHODS</th>
<th>FREQUENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROFESSIONAL STANDING</strong> (PART I)</td>
<td>Unrestricted and valid state medical license</td>
<td>For Exam in Years 7, 8 OR 9 and for PA-PS in Years 3, 6 and 9</td>
</tr>
<tr>
<td></td>
<td>Advertising Material</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hospital privileges in plastic surgery</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Three Peer Review Forms</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Membership in a Sponsoring Organization of ABPS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Accredited Outpatient Surgical Facilities</td>
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<tr>
<td><strong>LIFE LONG LEARNING AND SELF-ASSESSMENT</strong> (PART II)</td>
<td>Continuing Medical Education - 150 CME hours in three years must include: 60 hours in Category I 50 hours in plastic surgery 20 hours in patient safety Completion of one web-based Practice Assessment in Plastic Surgery educational module (PA-PS)</td>
<td>For Exam in Years 7, 8 OR 9 and for PA-PS Years 3, 6 and 9</td>
</tr>
<tr>
<td><strong>COGNITIVE EXPERTISE</strong> (PART III)</td>
<td>Secure Examination</td>
<td>Every 10 years Can be taken in years 8, 9 OR 10</td>
</tr>
<tr>
<td><strong>PRACTICE PERFORMANCE ASSESSMENT</strong> (PART IV)</td>
<td>Practice Assessment in Plastic Surgery (PA-PS) See Part II above Patient Satisfaction Survey (in process)</td>
<td>Years 3, 6 and 9 Survey - To be determined</td>
</tr>
<tr>
<td>YEAR CERTIFIED</td>
<td>Step I: PA-PS Module</td>
<td>Step II: Professional Standing Update</td>
</tr>
<tr>
<td>---------------</td>
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</tr>
<tr>
<td>Time-limited Certificate Holders listed by original certification year</td>
<td>Tracer Procedure</td>
<td>State Medical License</td>
</tr>
<tr>
<td>1995</td>
<td>Benchmarking report</td>
<td>Hospital Privileges</td>
</tr>
<tr>
<td>1997</td>
<td>Action Plan</td>
<td>Society Membership</td>
</tr>
<tr>
<td>1998</td>
<td></td>
<td>Accredited Surgical Facilities</td>
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<tr>
<td>1999</td>
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<td>150 CME hours</td>
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<td>Advertising material</td>
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<td>2014</td>
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<tr>
<td>2015</td>
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</table>
## MOC-PS® REFERENCE TABLE OF REQUIREMENTS
### LIFETIME CERTIFICATE HOLDERS (LCH)

| Year Passed | Recertification or Year | Step I: PA-PS Module | Step II: Professional Standing Update | Application | Cognitive Examination/Computer Based Test
<table>
<thead>
<tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>➢ Tracer Procedure</td>
<td></td>
<td>(secure exam)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>➢ Benchmarking report</td>
<td></td>
<td>(successful completion in year 8, 9, or 10)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>➢ MOC CME activity</td>
<td></td>
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<td></td>
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<td>➢ Action Plan</td>
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<td></td>
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<td>➢ State Medical License</td>
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<td>➢ Hospital Privileges</td>
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<td>➢ Peer Review</td>
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<td>➢ Society Membership</td>
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<td>➢ Accredited Surgical Facilities</td>
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<td></td>
<td>➢ 150 CME hours</td>
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<td></td>
<td></td>
<td>➢ Advertising material</td>
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<td></td>
<td></td>
<td>Application</td>
<td>(submission in year 7, 8, or 9)</td>
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<tr>
<td>Completed in years 3, 6 and 9</td>
<td>Completed once in 10 years</td>
<td>Completed once in 10 years</td>
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<td>2020, 2021 or 2022</td>
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<td>2023, 2024 or 2025</td>
<td>2024, 2025 or 2026</td>
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<td>2005</td>
<td>2018, 2021, 2024</td>
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<td>2024, 2025 or 2026</td>
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<td>2020, 2021 or 2022</td>
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<td>2018, 2021, 2024</td>
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<td>2023, 2024 or 2025</td>
<td>2024, 2025 or 2026</td>
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<td>2019, 2022, 2025</td>
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<td>2024, 2025 or 2026</td>
<td>2025, 2026 or 2027</td>
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</tbody>
</table>
FEE SCHEDULE

The fees for the MOC-PS® Program are determined by the Board. The fees are set annually and may be adjusted at the discretion of the Board to cover the expenses of the MOC-PS® Program. Payment for all online processes must be by credit card. All fees are non-refundable and must be submitted in United States currency only. Foreign currencies, including Canadian, are unacceptable.

<table>
<thead>
<tr>
<th>ABPS ITEM</th>
<th>FEE</th>
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<tbody>
<tr>
<td>MOC-PS® Contribution</td>
<td>$235.00</td>
</tr>
<tr>
<td>MOC-PS® Contribution Late Penalty Fee per year</td>
<td>$100.00</td>
</tr>
<tr>
<td>MOC-PS® Activities Fee</td>
<td>$285.00</td>
</tr>
<tr>
<td>PA-PS Registration Fee for Tracer Procedure</td>
<td></td>
</tr>
<tr>
<td>PA-PS Late Penalty Fee if completed from 12/2 to 12/31</td>
<td>$160.00</td>
</tr>
<tr>
<td>MOC-PS® Application Fee</td>
<td>$445.00</td>
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<tr>
<td>MOC-PS® Application Late Penalty Fee</td>
<td>$160.00</td>
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<tr>
<td>MOC-PS® Examination Fee</td>
<td>$1,120.00</td>
</tr>
<tr>
<td>Late Penalty Fee for Exam Reply Form</td>
<td>$540.00</td>
</tr>
<tr>
<td>Repeat Examination Fee</td>
<td>as above</td>
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</table>

<table>
<thead>
<tr>
<th>ABPS ITEM</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal Fee</td>
<td>$540.00</td>
</tr>
<tr>
<td>($580 is refunded with 30 days notice before exam)</td>
<td></td>
</tr>
<tr>
<td>Missing Items Penalty Fee</td>
<td>$120.00</td>
</tr>
<tr>
<td>MOC-PS® Program Committee Review Fee &amp; Ethics Review Fee</td>
<td>$280.00</td>
</tr>
<tr>
<td>Informal Appeal Fee</td>
<td>$800.00</td>
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<tr>
<td>Formal Appeal Fee</td>
<td>$1,780.00</td>
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<tr>
<td>Additional Certificate Fee</td>
<td>$145.00</td>
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<tr>
<td>Photocopying Fee</td>
<td>$35.00</td>
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<tr>
<td>Verification of Status Fee</td>
<td>$50.00</td>
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<tr>
<td>Administrative Penalty</td>
<td>$250.00</td>
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Important Dates and Deadlines for the 2015 MOC-PS® Activities

MOC Activities are required in years 3, 6 and 9 of the 10-year certification cycle

- **January 2015**: Instructions for the 2015 MOC-PS® Activities mailed from Board Office
- **April 15, 2015**: MOC-PS® Annual Contribution due – payment accepted by credit card only via Board’s website
- **December 1, 2015**: Deadline - 2015 MOC-PS® Activities:
  a) PA-PS Tracer Procedure Log with payment by credit card only
  b) Benchmarking Report
  c) MOC-approved educational activity (MOC CME)
  d) Self-Evaluation for Improvement (Action Plan)
  e) Professional Standing Update
- **December 2 – 31, 2015**: Late Deadline Period - 2015 MOC-PS® Activities:
  a) PA-PS Tracer Procedure Log with payment by credit card only
  b) Benchmarking Report
  c) MOC-approved educational activity (MOC CME)
  d) Self-Evaluation for Improvement (Action Plan)
  e) Professional Standing Update
  f) Late penalty fee by credit card only
- **December 1**: MOC-PS® Certificates mailed from Board Office prior to original certificate expiration date. Diplomates must be current on all MOC-PS® requirements.

➢ Email reminders will be sent from the Board Office periodically before approaching deadlines
➢ Log in to the Board’s website, www.abplsurg.org
  □ Click “MOC-PS” to view your MOC Requirements Tracking Page and to complete MOC Activities
  □ Click “My Profile” to update contact information and to provide a public address reported in the Consumer Search results available on the Board’s homepage through the “Is Your Surgeon Certified?” link
➢ Contact the Board Office at staff@abplsurg.org with questions

General Timeline of MOC-PS® Program Requirements

10 YEAR CYCLE: MOC-PS® Annual Contribution required each year

| YEAR 6 | STEPS 1 & 2: PA-PS Module & Professional Standing |
| YEAR 7, 8 OR 9 | Examination Application |
| YEAR 9 | STEPS 1 & 2: PA-PS Module and Professional Standing |
| YEAR 8, 9 OR 10 | MOC-PS® Computer Based Test (CBT) |
| YEAR 10 | MOC-PS® Certificates mailed to those who successfully completed the 10 year cycle |

The AMA awards 60 CME credits for successful completion of the MOC program. Additional information can be found on their website, www.ama-assn.org/go/CMEforms.
The registered trademark logo of the American Board of Plastic Surgery depicts Gaspare Tagliacozzi (1545-1599) of Bologna, considered to be the father of modern plastic surgery. His contributions are summarized in the treatise he authored in 1597, "De Curtorum Chirurgia per Insitionem." The founding year of the Board, 1937, is included on the Logo. The Board's trademarked logo is not permitted for use on diplomate or candidate websites.

American Board of Plastic Surgery
ABMS Maintenance of Certification™
Certification Matters

The ABMS MOC-PS® StarMark® logo is permitted for use by diplomates who are participating in the Maintenance of Certification Program and are current with the annual requirements.

Member Board of ABMS: The Power of 24

The American Board of Plastic Surgery, Inc.®

MAINTENANCE OF CERTIFICATION® IN PLASTIC SURGERY (MOC-PS®)
ACTIVITIES BOOKLET OF INFORMATION

2015 MOC-PS® Activities due December 1, 2015

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Telephone: 215-587-9322
Fax: 215-587-9622

Email: staff@abplsurg.org

ABPS website: https://www.abplsurg.org

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