



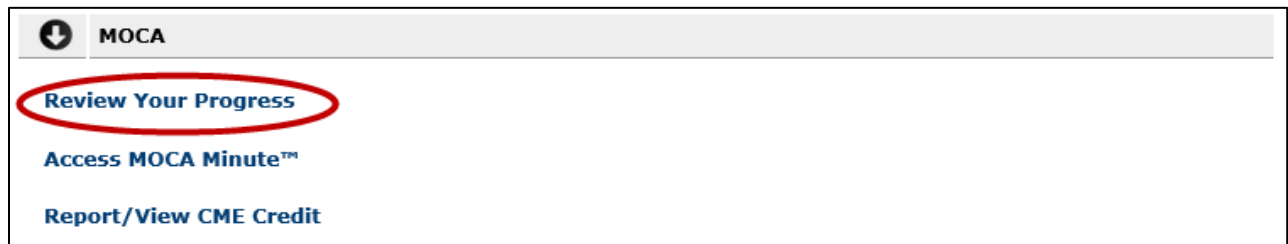
REPORTING QUALITY IMPROVEMENT (PART 4) ACTIVITIES

Step 1: Log into your portal account through our website at www.theABA.org.

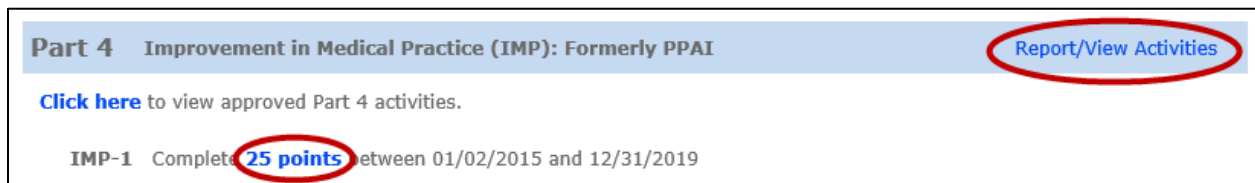


TIP: We recommend using Internet Explorer version 9 or higher or Google Chrome version 37 or higher. If you use Safari or Firefox, you will not be able to access all of the site’s functionality.

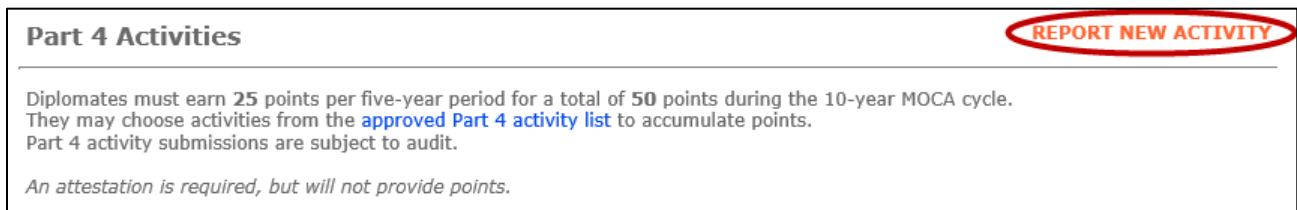
Step 2: Once you’re logged in, click on “Review Your Progress” under the gray “MOCA” section.



Step 3: Go to Part 4 (near the bottom of the page) and click on “Report/View Activities” or “25 points.”



Step 4: Click on the orange “Report New Activity” link.



Step 5: Click on the “approved Part 4 activity list” link to view the PDF of approved activities. In the PDF, click on an activity name in the left column to see its description or click on the reporting mechanism in the right column to see the **optional** templates you can use as a guide for your activities. **You are no longer required to submit a reporting template.**

Step 6: In your portal, enter the date you completed the activity, select the type of activity you completed and enter the number of hours you spent completing it. **You are not required to submit a reporting template.** The maximum number of points you can claim for this activity will be displayed in orange.

Report Part 4 Activity _____

[Click here to access Part 4 reporting templates to download, complete and upload below.](#)

* Date Completed: ex: MM/DD/YYYY

* Type:

* Hours spent completing the activity:

Points:

Step 7: If you choose to upload supporting materials, click the Browse button to locate the document, select it, and click Upload. Then, click on the Submit button.

Upload template/any supporting material Browse... Upload

(optional): Accepted file types: .doc, .docx, .gif, .jpg, .pdf, .png, .ppt, .pptx, .rtf, .txt, .xls, .xlsx

<< Back Submit

Step 8: Your completed activities will be displayed in your Part 4 completed activities list. You can view this list at any time by clicking on “Report/View Activities” in the Part 4 section of your MOCA Progress Report. Self-reported activities are subject to audit.

Part 4 Improvement in Medical Practice (IMP): Formerly PPAI [Report/View Activities](#)

[Click here](#) to view approved Part 4 activities.

IMP-1 Requirement satisfied on 01/01/2016.

If you have any questions, please contact us at (866) 999-7501 or coms@theABA.org.