



Maine Medical Association

Office-Based Quality Improvement Program

Annual Appraisal Report Template

Rationale: The Program description includes the expectation of an annual appraisal from each participating medical group. In order to be considered “current” with this program, an annual appraisal must be received on or before 90 days from the end of their review year. This template provides the structure for submission of that report.

THERE ARE THREE PARTS TO YOUR ANNUAL APPRAISAL REPORT

To be included but not limited to:

A Summary of the Results of each Quality Indicator with a Plan of Action for Each Indicator that was Monitored in the Previous Year.

For each quality indicator in your plan, submit the following:

- Identify the quality indicator with the measurement or process.
- What do you expect to learn from this indicator?
- Number of charts/patients/group of patients involved in your data for this indicator.
- Number of physicians involved in the data collected.
- Overall results of indicator which could include meeting or not meeting goals as it relates to the patients or physician.
- Analysis and action plan to include:
 - were expectations met
 - any opportunities for patient safety, process improvement or risk management
 - best practices found and any plans for implementation
 - continue to monitor or discontinue
 - how the results were shared with the physicians and staff

Submission of Your New/Renewed Quality Indicators for the Coming Year Based on the Results of the Previous Year.

This might be to:

- Continue the present indicator(s) or process in order to monitor/demonstrate best practice or to improve the results of the indicator.
- Modify the indicator(s) or process due to learnings in the past year and continue to monitor.
- Discontinue the indicator due to reaching of goal/benchmark, bad indicator, etc.
- Identify a new indicator or process.

Suggested Format for above two parts:

Quality Indicator	Threshold/Goal	Results/Outcome	Action Plan
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Review and Update the Organization’s Quality Improvement Plan.

PLEASE MAKE ALL CHANGES IN BOLD AND SUBMIT A COPY OF YOUR NEW/UPDATED QUALITY IMPROVEMENT PLAN EACH YEAR

The dates of the current review year - i.e. January 1 to December 31, 2012

Revise the content that has changed to reflect the current status - i.e. scope of service, changes in operations/personnel, new areas of quality focus, etc.

Update description of management of the group especially as it relates to the responsibility for quality improvement activities.

An invoice will be sent by MMA on the practice’s anniversary date. The annual renewal fee for continued participation shall be paid at the time of submission of the annual appraisal report.