



The ABPN requires that all Part IV Improvement in Medical Practice (PIP) activities be ABPN-approved. If you choose not to complete a PIP activity listed on our Approved Products List, then you may submit your own developed PIP, or a quality improvement (QI) effort used within your institution, for individual preapproval using the following form.

The PIP is a quality improvement exercise designed for [clinically active physicians](#) to identify and implement areas for improvement within one's own practice. Diplomates satisfy the PIP by completing ONE of the following options:

- **Clinical Module** – review of one's own patient charts on a specific topic (diagnosis, type of treatment, etc.)
- **Feedback Module** – obtain personal feedback from either peers or patients regarding your own clinical performance using questionnaire or surveys.

Each module consists of three steps to complete *within* a 24-month period:

Step A: Initial Assessment

Step B: Identify and Implement Improvement

Step C: Reassessment

For Individual PIP preapproval consideration, please complete this form and save it to your computer. Then email it as a PDF to questions@abpn.com, or fax it to (847) 229-6600.

Please allow 4 weeks for review.

Clinical Chart Module Review Form

Name: _____

ABPN ID#: _____

Email Address: _____

Category (check one):

___ Diagnosis _____

___ Treatment setting _____

___ Type of treatment _____

___ Other (describe) _____

Published best practice, practice guidelines or peer-based standards of care to be used:

Quality measures to be reviewed (minimum of 4):

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

The Clinical Module must be completed in three steps:

Step A: Initial assessment of five patient charts: Collect data from at least five of your own patient charts in a specific category (diagnosis, type of treatment, or treatment setting) obtained from your practice over the previous three-year period. Compare the data from the five patient cases with published best practices, practice guidelines, or peer-based standards of care (e.g., hospital QI programs, standard practice guidelines published by specialty societies), using a minimum of four quality measures.

Step B: Identify and implement improvement: Based on results from chart reviews, develop and carry out a plan to improve effectiveness and/or efficiency of your medical practice. If no areas for improvement are determined based on initial assessment, then maintenance of performance in medical practice should be reassessed in Step C

Step C: Reassessment of five patient charts: Within 24 months of initial assessment, collect data from another five of your own patient charts (may use same or different patients). Use the same category and practice guidelines for the initial assessment and reassessment steps.

Feedback Module Review Form

Name: _____

ABPN ID#: _____

Email Address: _____

With a Feedback Module, preapproval is not needed if the questionnaire/survey appears on the ABPN Approved Products List or addresses the six core competencies: patient care, medical knowledge, interpersonal and communication skills, practice-based learning and improvement, professionalism, and systems-based practices.

The Feedback Module must be completed in three steps:

Step A: Initial assessment of patient or peer feedback: Diplomates must obtain personal performance feedback from either their patients or peers regarding their own clinical activity during the previous three years. Collect initial feedback from ONE of the following options:

_____ Patient feedback forms from five patients,

_____ Peer feedback forms from five peers,

_____ Resident evaluation feedback forms from five residents,

_____ Supervisor evaluation feedback form from one supervisor, or

_____ 360-Degree evaluation feedback forms from five respondents

Step B: Identify and implement improvement: Based on results from feedback, diplomates must then identify opportunities for improvement to the effectiveness and/or efficiency in their practice as related to the general competencies and take steps to implement improvements as needed. If no areas for improvement are determined based on initial assessment, then maintenance of performance in medical practice should be reassessed in Step C.

Step C: Reassessment of patient or peer feedback: Within 24 months of initial assessment, collect data from another set of the same or different patients or peers. Use the same feedback option for the initial assessment and reassessment steps.

ABPN feedback forms are available on the [ABPN Approved Products List](#) at no cost.