

# TOPS Patient Safety CME Policy

## for Physicians Participating in the ASPS® TOPS Program

Physicians who participate in the ASPS TOPS program can claim a maximum of 1 Patient Safety (PS) Credit per month for each month that they participate in the program, up to a maximum of 7 PS credits per calendar year. The following criteria must be met in order to earn PS Credits:

### PS Credit Eligibility

- To be eligible to earn PS credit:
  - A minimum of eight completed cases must be entered during a one-month period. **Note that a case is not considered 'completed' until both the Procedures and Outcomes forms are filled out and saved as 'Complete'.**
- If a participant was eligible for credits for a specific month but the credits have not yet been earned, the participant can become ineligible for the credits if there are no longer 8 completed cases during the time period. This could happen if cases were deleted or the procedure dates were changed for a case.

### Converting Eligible PS Credits into Earned PS Credits:

- PS credits are earned after the TOPS participant completes the following steps:
  - Selects and runs either an Outcomes or Risk Factor benchmark report. **Note that the date range for the report must include months in which the TOPS participant has eligible CME credits.**
  - Reviews the selected report and checks the box on the report form that indicates he/she reviewed the report.  
  
*Please note – the new report and review requirement are necessary to meet updated ACCME guidelines. Both steps are required in order to convert eligible credits into earned credits.*
  - On a monthly basis, TOPS will send a report indicating the number of Patient Safety credits earned to the individual participant's ASPS CME record.
- A maximum of 21 CME credits may be applied toward patient safety CME requirements during a TOPS participant's three year CME cycle. Members can fulfill their ASPS Patient Safety education requirements by participating in TOPS every year during the three-year CME cycle.

**Contacting the Site Management Team or ASPS:**

- Should you have any questions about earning Patient Safety credit through TOPS participation, ASPS can be reached by the following method:
  - **Christopher Simmons, ASPS-TOPS Registry Manager**  
Phone: (800) 283-9600  
Email: [csimmons@plasticsurgery.org](mailto:csimmons@plasticsurgery.org)