

Provider Super Form Submission Timeline

(what you send us – what we send you)

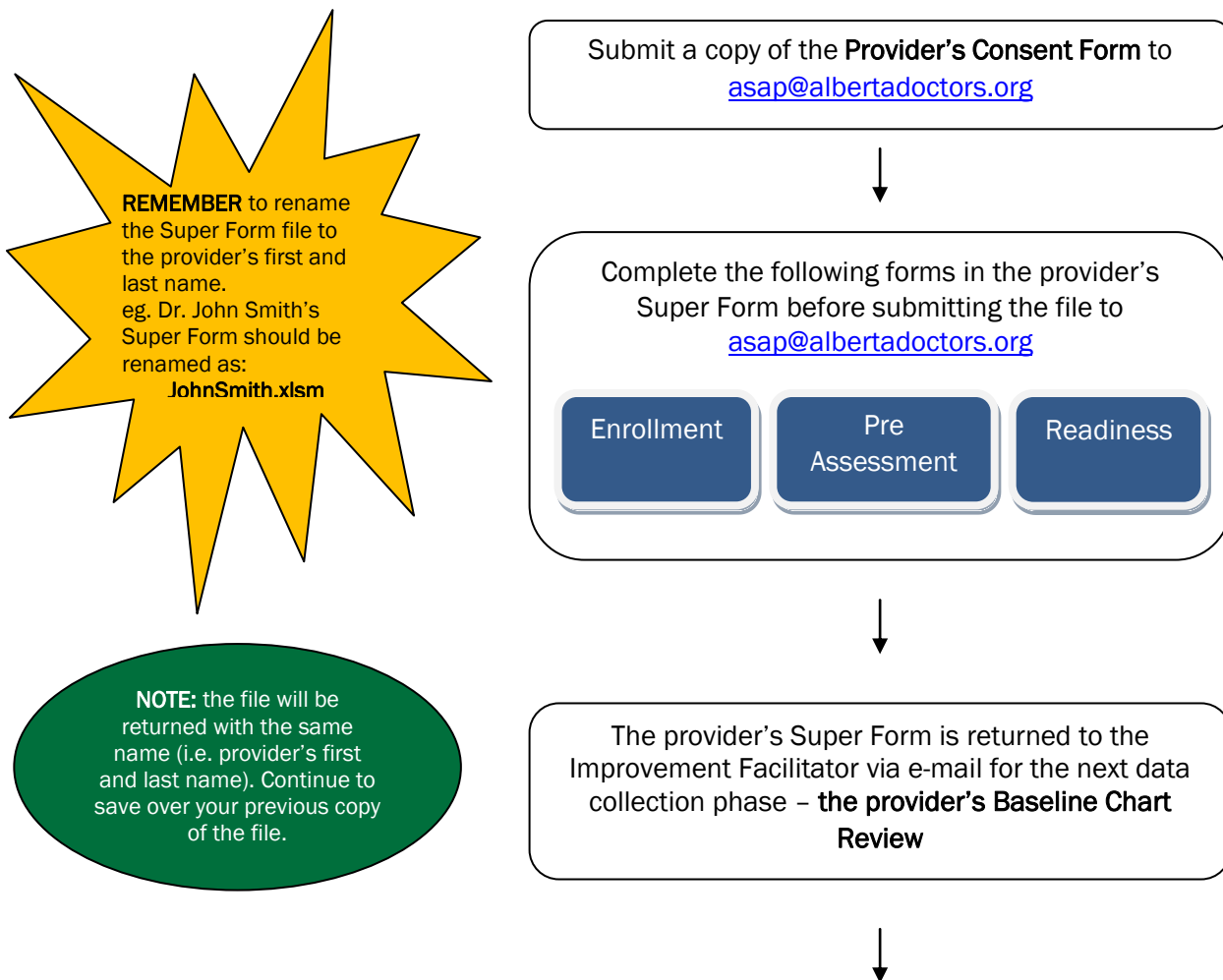


At various points in a provider's ASaP journey, Improvement Facilitators and Chart Reviewers will be required to submit each provider's Super Form to the ASaP –TOP team.

The flow diagram below outlines:

- (i) the general order in which the forms should be completed
- (ii) when you should submit a provider's Super Form to us
- (iii) what you will receive in return

Because each provider's journey will be different, your assigned TOP Improvement Advisor will provide guidance on when a form should be completed for a specific provider.



NOTE: the file will be returned with the same name (i.e. provider's first and last name). Continue to save over your previous copy of the file.

The provider's Super Form will show only the Start and the Setup tabs when you receive it. Complete the Setup tab by selecting the desired maneuvers

Setup
(Chart Review)



Once the Setup sheet is completed and the "Set Up Complete, Activate Baseline Chart" button is clicked, the Baseline Chart Review Sheet will be revealed. Complete the form and send to asap@albertadoctors.org

Baseline Chart
Review



The provider's Super Form will be emailed back to Improvement Facilitator ready for the next data collection phase - the **provider's Post Assessment & the Follow-up Chart Review** (approx. 4 months after the baseline chart review - your TOP Improvement Advisor will help you to determine when to conduct these)

A report summarizing the provider's results will accompany the Super Form.



Complete the following forms in the provider's Super Form before submitting the file to asap@albertadoctors.org

Post Assessment Follow-up Chart Review

The provider's Super Form will be returned to Improvement Facilitator ready for the next data collection phase - **the provider's Sustain Chart Review** (encouraged yearly, starting 1 year after the follow up chart review - optional)

A report summarizing the provider's results will accompany the Super Form.

Complete the following form in the provider's Super Form before submitting the file to asap@albertadoctors.org

Sustain Chart Review

A sustainability report summarizing the provider's results will be returned to Improvement Facilitator.

NOTE: sustainability reports can be generated multiple times upon request.