Nephrology Payment Process:

Step One: ASPN Members

a. ASPN members that have completed the webinars to completion and would like to claim MOC Part 2 credit will need to submit payment of \$50 to MOC@email.chop.edu.

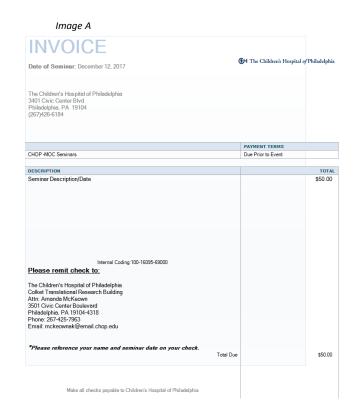
Step Two: Payment after the webinar is complete

- a. The individual will email MOC@email.chop.edu to request the invoice and attestation form to attest for MOC Part 2 credit.
- b. MOC Coordinator will confirm whether or not the individual completed the webinars to completion via REDCap.
- c. If completed, MOC Coordinator will send both the attestation form and invoice (*skip to step three*). If not completed, MOC coordinator will reach out to individual.

Step Three: Invoice: Check vs Credit Card

a. Check:

 Individual must complete invoice (see image A) and send it back to MOC@email.chop.edu.



b. Credit Card:

- a. Individual must complete an authorization form (see image B) and send it to MOC@email.chop.edu.
- b. Note, when submitting a credit card authorization form the general ledger coding is 100-16095-69000 (which is on the form).

Image B



Credit Card Authorization Form

(General Ledger Code: 100-16095-69000)

CARDHOLDER INFORMATION		
Name:		
Billing Street Address:		
Street Address (cont.):		
City:	State:	Postal Code:
Country:	Email	
Address:		
Direct Telephone: (
CREDIT CARD INFORMATION		
Credit Card Type: MasterCard Visa American Express Discover Card		
Number:		
Expiration Month: Expiration Year:		
Cardholder Signature XDate/		
Security Code:		

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Step Four: Submission

- a. MOC Coordinator will send the invoice or the credit card authorization form to Myrline Bakalu to process.
- b. MOC Coordinator will save the completed attestation form on the MOC shared drive: Z:\MOC\MOC\MOC Part II\Nephrology MOC Part II\Payment Process Job Aid for tracking purposes and submit the attestation form in the ABP portal on behalf of the individual.