GETTING STARTED AS AN EMPLOYEE AT A NON-MEMBER OWNED PRACTICE

If you are employed at a practice that is owned by a non-member (MD, Corporation, Individual), just follow the steps below to begin the process.

1. Discuss with your practice owner your desire to participate in AOA MORE and receive authorization to start the enrollment process.
2. Call the AOA MORE Hotline at 314-983-4270 or email QualityImprovement@aoa.org. A staff member will ask you for the owner's name, phone number and email address. An account will be created for the owner, and they will be connected to your AOA member record. If there are multiple practices owned, please provide information on each.
3. AOA staff will contact the owner and provide instructions for them to start the enrollment process. Staff will also provide login credentials.
4. **IMPORTANT:** The owner does not gain access to AOA MORE or the registry data after completing this process; they are only authorizing you, as an AOA member, to enroll and participate.

OWNER INSTRUCTIONS

1. Visit aoa.org/MORE and select the blue ENROLL button.
2. Login with your AOA member credentials, using zeros at the start of your AOA number to total 8 digits. (If you have problems with the login, please select the red HELP DESK button and submit a help ticket.
3. Proceed through the form by validating the information that is presented on each page. Confirm your email address and contact information.
   a. E-mail is the primary method of communication, so this step is very important!
4. If you have multiple practices, select one and proceed. Practices must be enrolled individually.
5. Sign the Business Associate Agreement to allow your practice data to flow into the registry.
6. Select your EHR system. If you do not see your EHR system listed, please submit a HELP DESK ticket with a request to have it added. If you do not use an EHR, you can still enroll in AOA MORE to take advantage of Improvement Activities for MIPS points. Select "Do Not Use EHR" from the drop down list and continue.
7. Authorize your employees to enroll in AOA MORE. By clicking on an associate ODs name, you will trigger an email invitation that includes a verification code to be used

during their individual enrollment. **IMPORTANT: Your authorization does NOT enroll the doctor – they must still complete the individual enrollment steps.**

    a. If you do not see an employed OD listed, you can add them by following the steps described on the page. If you are unable to add the associate doctor, please submit a HELP DESK ticket.

8. Complete your enrollment by clicking "Enroll This Practice" at the bottom of the page.
9. If there are multiple practices, complete the above steps for each.

ASSOCIATE INSTRUCTIONS

1. Visit aoa.org/MORE and select the blue ENROLL button.
2. Login with your AOA member credentials, using zeros at the start of your AOA number to total 8 digits. (If you have problems with the login, please select the red HELP DESK button and submit a help ticket.)
3. Sign the Terms of Use agreement and proceed through the form, validating the information that is presented on each page. Confirm your email address and contact information.
   a. E-mail is the primary method of communication, so this step is very important!
4. If you are employed at multiple practices, select one and proceed. You must enroll at each practice individually.
5. When prompted, please enter the appropriate verification code and proceed. Submit your enrollment!
6. Repeat the steps if you are employed at multiple practices.
7. Upon completion, you will receive an email confirmation of each enrollment. Retain this email for documentation purposes.