



**DEPARTMENT OF THE ARMY**  
 HEADQUARTERS, U. S. ARMY MEDICAL COMMAND  
 2050 WORTH ROAD  
 FORT SAM HOUSTON, TEXAS 78234-6000

REPLY TO  
 ATTENTION OF

MCHO-Q

26 November 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Centralized Credentials Quality Assurance System (CCQAS) 2.9 Electronic Privileging Workshops

1. Classes for FY10 are scheduled at the AMEDD Center and School, Fort Sam Houston, TX. Training will include electronic privileging and ad hoc reports. This training is geared towards the needs of the basic CCQAS user who works at a facility that uses the CCQAS Electronic Privileging application. Class size is limited to 15 per class to provide optimal hands-on experience in the use of the CCQAS 2.9 application. Funding for this training is the responsibility of the local unit of assignment.

2. The projected class dates for this training are as follows:

<b>Travel</b>	<b>Start</b>	<b>Finish</b>	<b>Travel</b>
22 Mar 10	23 Mar 10	25 Mar 10	26 Mar 10
20 Sep 10	21 Sep 10	23 Sep 10	24 Sep 10

3. Register online for the workshops at the AMEDD Center and School, Fort Sam Houston, TX, at:  
[https://www.qmo.amedd.army.mil/ccqas\\_reg/RegForm.aspx](https://www.qmo.amedd.army.mil/ccqas_reg/RegForm.aspx).

4. Prerequisites: Workshop attendee must have at least six months experience in Basic CCQAS Credentials management, and must be assigned to an organization that uses CCQAS to generate electronic applications for privileging. Before a seat will be assigned in the workshop of choice, the attendee is required to complete the following six modules:

- CCQAS 2.8-03: The Electronic Application for Clinical Privileges and Medical Staff Appointment
- CCQAS 2.8-05: Reviewing Electronic Applications
- CCQAS 2.8-06: Managing Electronic Applications
- CCQAS 2.8-08: Managing Modifications, Renewals, and Transfers
- CCQAS 2.8-10: Managing Facility Privilege Lists and User Accounts
- CCQAS 2.8-12: CCQAS Reports

These modules may be found on the MHS website: <<https://mhslearn.satx.disa.mil>>. Completion of these modules will be verified prior to the participant receiving confirmation of registration for the selected workshop date. The MHS website noted above MUST be utilized to apply for a password. The password assigned will be used to complete the prerequisite training and in class to access the e-learning tools related to the privileging module.

5. Hotel accommodations are provided by:

**Courtyard by Marriott-San Antonio Airport**

8615 Broadway

San Antonio, TX 78217

POC: Barbara Ritchie (210-200-2157)

(210) 828-7200 (Front Desk/Reservations) (210) 828-9003 Fax

Please select the following link to make your reservation. Enter your arrival date to begin the reservation process:

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<http://www.marriott.com/hotels/travel/satca?groupCode=LTCLTCA&app=resvlink&fromDate=1/1/10&toDate=11/25/10>

Hotel reservations should not be made prior to receipt of e-mail confirmation that the pre-requisite training has been accomplished and a seat in the class of choice is available.

6. The hotel has complementary shuttle service from the airport to the hotel and within a two mile radius of the hotel. Upon arrival at the San Antonio airport, telephone 210-828-7200 to arrange for shuttle pick-up. A hotel shuttle will also be provided to transport attendees to and from the AMEDD Center and School in the mornings and evenings. Class will be held in Building 2841, Willis Hall, Room 1407.

7. The uniform for all training sessions is ACU for the military and business casual attire for civilians.

8. Official travel days are Monday and Friday. Participants should report to the classroom promptly at 0750 hrs on the first day of class. Class hours are 0800 to 1600 with a one hour lunch break, Tuesday thru Thursday. If you are unable to attend the entire period of instruction, either select another training session to attend or appoint another individual to attend who can stay for the duration of the class.

9. Participants must bring with them a current CAC card and the MHS learn-assigned password mentioned in paragraph 3 above. A user id and local password for the CCQAS training server will be issued to training participants during class.

9. Points of contact for the CCQAS training workshops are LTC Miriam Spells, Chief, Regulatory Compliance Branch, and LTC Jennifer Bredell, USAR Liaison Officer, Headquarters, U.S. Army Medical Command, Quality Management Division, DSN: 471-8104/7197 or Commercial (210) 221-8104/7197.



DOREEN M. LOUNSBERY  
COL, MC  
Chief, Quality Management Division

Encl

Distribution:

Commander, MEDCOM RMCs/MEDCENs/MEDDACs

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Commander, U.S. Army Human Resources Command, ATTN: AHRC-RSA-Q, 1 Reserve Way, St. Louis, MO 63132-5000

Commander, AMEDD Professional Mgmt Command, ATTN: ARRC-RMC-QMD-A, Bldg 941, 4984 Jonesboro Road, Forest Park, GA 30297-3524