

LESSON 10: Routing the Notifications for the Approved E-Application

Background: After the e-application has been approved by the Privileging Authority, it is returned to the CC/MSSP/CM, who then sets up the routing for notification and acknowledgment of the approved privileges.

Objective: To practice setting up the routing for the notifications of approved privileges for a fictitious Provider.

Exercise:

Step 1: Log on to CCQAS as the CC/MSSP/CM.

Step 2: Double-click on the “Task = *PA Decision Complete/Action Required.*” The application will open displaying the “Provider Summary” tab.

Step 3: Click <**Notifications**> at the bottom of the “Provider Summary” screen. The Notification Routing screen is returned.

Step 4: Set “**Notify Provider?** = *Yes*” and enter “**Acknowledgment Due (days)** = 0.”

Step 5: Select the Level 1 Reviewer (selected in Lesson 6) by clicking on the name in the **Available Reviewers** box, and clicking [>] to move the individual into the **Selected Reviewers** box.

Record the name of the selected Level 1 Reviewer: _____

Note: The Provider is the only individual who receives a work list task as a result of being included in the notification routing. All Reviewers included in the notification routing will receive email notifications and task on their work list. Reviewers are not required to acknowledge the notification of awarded privileges or take any further action on the application (they only need to open the task and close it; the task will then disappear from their work list).

Step 6: Click <**Submit**>. The work list will refresh and no open tasks will be displayed.

Step 7: Log off of CCQAS by clicking <**Logoff**> in the upper right corner of the screen.

END OF LESSON

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