

# LESSON 11: Acknowledging the Award of Clinical Privileges

**Background:** After the notification of approved privileges has been routed by the CC/MSSP/CM, the Provider receives a new task in the work list to acknowledge the approved privileges.

**Objective:** To practice acknowledging the award of clinical privileges as a fictitious Provider.

## Exercise:

*Step 1:* Log on to CCQAS as the Provider whose 1<sup>st</sup> e-application was approved.  
Provider: \_\_\_\_\_.

*Step 2:* Double-click on the “Task = *Privileging Notification (Military) or (Civilian).*” The application will open, displaying the “Provider Summary” tab. Examine the list of approved privileges by clicking on <Here> in the red notification message. When finished, click <Close>.

*Step 3:* The red notification message includes additional instructions on acknowledging the privileges granted by the Privileging Authority. Click <Acknowledge>. An “Acknowledgement” screen will be returned. This contains the type of privileges and medical staff appointment awarded, as well as statements about provider duties and responsibilities to comply with Service/MTF regulations and staff by-laws. The Provider may elect to accept or not accept the decision of the Privileging Authority by selecting one of two radio buttons on the screen.

**Note:** The application process will proceed in the same manner, regardless of whether the Provider selects the **Accept** or the **I do not concur...** radio button. If the Provider chooses not to accept the Privileging Authority’s decision and wants to submit an appeal, the appeal process is handled outside of the CCQAS system.

*Step 4:* Click <Complete Acknowledgement>. The work list will be refreshed and no open tasks will be displayed.

**Note:** This is the last action taken by the Provider to complete the e-application process.

*Step 5:* Log off of CCQAS by clicking <Logoff> in the upper right corner of the screen.

**END OF LESSON**

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