

LESSON 12: Completing the E-Application Process

Background: After the Provider has acknowledged the approved privileges, the e-application is returned to the CC/MSSP/CM to accept the acknowledgement and complete the application process.

Objective: To practice accepting the acknowledgment of awarded privileges from a fictitious Provider, and to verify the import of the privilege information in the Provider's credentials record.

Exercise:

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

Step 2: Double-click on the "Task = *Privileging Acknowledgment Received*." The application will open displaying the "Provider Summary" tab. The Provider's acknowledgment decision will be displayed in red text at the top of the page.

Step 3: Click <**Complete**> at the top of the "Provider Summary" tab. This action closes the processing of the application. The work list will refresh and no open tasks will be displayed.

Step 4: From the Credentialing main menu, select "Provider Search." The "Credentials Provider Search" screen will be returned. Click <**Search**> at the bottom of the screen to see a list of all credentialed Providers at your facility or unit.

Step 5: On the "Search Results" tab, open the credentials record for the Provider whose privilege application was approved in Step 3. Place your cursor on the Navigation bar to slide it out, and click on "Privileges" to access the "Privileges" section of the application. Move the cursor off of the Navigation bar to hide it.

Step 6: On the "Privileges" tab, one summary record will be displayed corresponding to the privileges awarded upon the approval of the 1st e-application. From the hidden menu of actions, click "View Privileges." The "Privileged Provider Information Report" will be returned, displaying the Provider's approved privileges. [This report can also be accessed by double-clicking on the summary record line.] Click <**Close**> to return to the "Privileges" tab.

Step 7: From the hidden menu of actions, click "Edit." The "Provider Position" screen will be returned, displaying the Provider's assignment information and the expiration dates for the awarded privileges. Change the **Privilege Expiration Date** to *the day after tomorrow*. Click <**Save**> to return to the "Privileges" tab.

Step 8: Place your cursor on the Navigation bar to slide it out and click "Assignments" to access the "Assignments" section of the application. There will be one assignment record listed for the Provider's current assignment at this facility or unit. Open the

assignment record. Verify that the **Privilege Expiration Date** and **Staff Appointment Date** are view-only, but reflect the updated **Privilege Expiration Date** entered on the “Privileges” tab. Click <**Close**> to return to the “Assignments” tsb.

Step 9: Review the remainder of the Provider’s credentials record, using the Navigation bar to move among sections of the record. The credentials record was populated using the information from the Provider’s e-application, after the PSV was completed. When your review of the credentials record is complete, click <**Close Provider Record**> at the top of the screen.

Step 10: Log off of CCQAS by clicking <**Logoff**> in the upper right corner of the screen.

END OF LESSON