

## LESSON 15: Retrieving an E-Application During the Review Process

**Background:** It may be necessary for the CC/MSSP/CM to retrieve a privilege application from a Reviewer during the review process.

**Objective:** To practice retrieving from a Reviewer a privilege application that is currently in review.

### Exercise:

*Step 1:* If you logged off of CCQAS at the end of Lesson 14, log on to CCQAS as the CC/MSSP/CM. Otherwise, skip this step.

*Note:* In order to practice retrieving an application during the review process, you must first complete the PSV for the Modification Application and route it for review. Steps 2 – 8 pertain to this activity.

*Step 2:* Double-click on the “Task = *Application Ready for Review.*” Click <PSV> at the bottom of the page. Select “PSV by CC/MSSP/CM” radio button and click <Submit>. The work list will refresh with a new “Task = *Complete PSV.*”

*Step 3:* Double-click on the “Task = *Complete PSV.*” and take responsibility for PSV of the application by clicking <Yes>. Perform the required PSV on the application, referring to Lesson 5, as necessary. When all required PSV has been completed, click <Complete PSV> at the bottom of the screen. A confirmation message will be returned. Click <OK>. The work list will refresh with a new “Task = *PSV Complete/Action required.*”

*Step 4:* Double-click on the “Task = *PSV Complete/Action Required.*” The application will open, displaying the “Provider Summary” tab.

*Step 5:* Click <Routing> at the bottom of the “Provider Summary” screen. The Application Routing screen will be returned.

*Step 6:* Select a Level 1 Reviewer by clicking on one 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: \_\_\_\_\_.

*Step 7:* From the pick list for Available PA’s, select and record one name. Privileging Authority: \_\_\_\_\_.

*Step 8:* Click <Submit>. The work list will refresh and no open tasks will be displayed.

*Step 9:* Log off of CCQAS by clicking <Logoff> in the upper right corner of the screen.

*Step 10:* Log on to CCQAS as the Level 1 Reviewer (selected in Step 6). Verify that the Level 1 Reviewer has the “Task = *Application Ready for Review*” in the work list.

*Step 11:* Log off of CCQAS by clicking <**Logoff**> in the upper right corner of the screen.

*Step 12:* Log on to CCQAS as the CC/MSSP/CM.

*Step 13:* On the work list tab, open the pick list for **User:** located in the header portion of the tab on the right side of the screen. Select the Reviewer’s name that currently has custody of the application you wish to retrieve. The individual’s work list will be displayed.

*Step 14:* Open the task on the Reviewer’s work list that corresponds to the application you want to retrieve. The “Privileges” tab will be returned. Click on <**Return w/out Action**> located at the bottom of the screen. The “Reviewer Recommendation” screen will be returned. Enter the comment, “*This application is being withdrawn by the CC/MSSP/CM*” and click <**Submit**>. A warning message will be returned. Click <**OK**>. The work list for the CC/MSSP/CM will be returned with the “Task = *Application Returned/Action Required.*”

*Step 15:* On the work list tab, open the pick list for **User:** = Level 1 Reviewer selected in Step 6. Verify the “Task = *Application Returned for Review*” is no longer displayed in the Reviewer’s work list.

*Step 16:* Log off of CCQAS by clicking <**Logoff**> in the upper right corner of the screen.

**END OF LESSON**