

LESSON 18: Terminating an E-Application

Background: A CC/MSSP/CM may find it necessary to terminate the processing of an e-application. This would be appropriate in situations where the e-application was submitted in error, or the Provider, the Privileging Authority, or some other entity no longer wishes to have the application processed.

Objective: To practice terminating an e-application for a fictitious Provider.

Note: In the context of this training activity, the e-application is being terminated because the Reviewer does not believe that the additional training entered on the Modification Application provides adequate justification for the award of additional privileges. The decision to terminate would, most likely, be made outside the CCQAS application, via communications among the Provider, the Level 1 Reviewer, and the CC/MSSP/CM.

Exercise:

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

Step 2: Double-click on the “Task = *Application Returned/Action Required.*” The application will open displaying the “Comments” tab.

Step 3: Click <**Terminate**> at the bottom of the screen. [This action may be accessed from any tab on the “Provider Application Review” screen.] A “Terminate Workflow Reason/Comments” box will be returned. Enter a reason for terminating the application. A warning message will be returned requesting confirmation of the intent to terminate the application and end the routing process. Click <**YES**>. The work list will refresh and no open tasks will be displayed.

Note: A complete audit trail of the terminated application will be retained in CCQAS and may be accessed from the “My Applications” tab.

Step 4: Log off of CCQAS by clicking <**Logoff**> in the upper right corner of the screen.

END OF LESSON

This page intentionally left blank.