

LESSON 1: Configuring the List of Facility-Supported Privileges

Background: Prior to using CCQAS 2.8 electronic privileging functions, the complete list of privileges supported by the facility or unit must be configured.

Objective: To practice designating privilege items as “Supported” or “Not Supported” for a selected specialty in CCQAS 2.8.

Exercise:

Step 1: Select a specialty for this exercise: _____.

Step 2: Log on to CCQAS as the CC/MSSP/CM, with the userid and password that have been supplied to you: _____.

Note: The password is case-sensitive and should be entered using the [Shift] key and not the [Caps Lock] key. The userid is always upper case.

Step 3: Click on the Privileging main menu and select “Privilege Management.”

Step 4: On the “MTF Privilege Management” screen, open the pick list for **Privilege Category:** and click on the specialty selected in Step 1. The screen will refresh and display the privilege list(s) for the selected specialty.

Step 5: Examine the list of privilege items. Each item will default to “Not Supported.” For each privilege item that is supported at your facility or unit, click the corresponding radio button for “Supported.”

Note: All privilege items in one folder may be simultaneously designated as “Supported” by clicking the header labeled “Supported.”

Step 6: After all privilege items have been reviewed and configured, click <Save>.

Step 7: To view the audit trail for a privilege item, select one of the privilege items that was designated as “Supported.” Click on the icon to the left of the privilege description to open a hidden menu. Select the “View Privilege” menu item. The Privilege Audit Trail shows the date and time stamps of all changes made to the privilege item, and the individual who made the change. Click <Close> to return to the “MTF Privilege Management” screen.

Step 8: Log off of CCQAS by clicking <Logoff> in the upper right corner of the screen.

END OF LESSON

This page intentionally left blank.