

LESSON 22: Canceling the ICTB E-Application

Background: The CC/MSSP/CM at the sending (parent) facility or unit may cancel an ICTB transaction at any time during the ICTB duty period if the ICTB duty does not actually take place.

Objective: To practice canceling an ICTB transaction for a fictitious Provider.

Exercise:

Step 1: Log on to CCQAS as the sending (parent) facility or unit CC/MSSP/CM.
Sending (parent) facility or unit CC/MSSP/CM: _____

Step 2: From the Credentialing main menu, select “Provider Search”. The “Credentials Provider Search” tab will be returned. Enter your provider’s **Last Name** and **First Name**, ensure the **Search** radio button has been selected, and click **<Search>**.

Step 3: On the “Search Results” tab, click “Cancel ICTB” from the hidden menu of actions for the Provider’s credentials record. A warning message will be returned. Confirm your intent to cancel this ICTB transaction by clicking **<OK>**.

Note: The process of canceling the ICTB transaction in CCQAS 2.8 is the same as it was in CCQAS 2.7. The cancellation of the ICTB in CCQAS 2.8, however, will close all active work list tasks associated with the application.

Step 4: Proceed directly to Lesson 23, or log off of CCQAS by clicking **<Logoff>** in the upper right corner of the screen.

END OF LESSON

This page intentionally left blank.