

LESSON 24: Routing the Performance Assessment Report (PAR)

Background: A Performance Assessment Report (PAR) should be completed to reflect the Provider's performance over the most recent privileging period. CCQAS supports the automated generation of an online PAR as part of the privilege renewal, the ICTB, or the PCS processes.

Objective: To practice routing the CCQAS-generated, online PAR to the PAR Evaluator who will be responsible for completing and submitting the PAR for a fictitious Provider.

Exercise:

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

Step 2: Double-click on the "Task = *Setup PAR*" on the work list. The application will open, displaying the "PAR Routing" screen.

Step 3: Examine the information in the upper portion of the "PAR Routing" screen. The **Period of Evaluation** will reflect the privileging period associated with the 1st e-application. The **Purpose of Evaluation** will default to *Renewal of Staff Appointment/Privileges*, since this PAR task was generated by a renewal action. Both fields may be edited.

Step 4: Ensure that the radio button for **Electronic PAR** is selected.

Step 5: Assign one individual to complete the PAR by selecting a name from the pick list for **Par Evaluator**. Record the selected PAR Evaluator: _____

Note: The assignment of one or more PAR Reviewers to review the PAR generated by the PAR Evaluator is optional, and should be performed in accordance with Service policy.

Step 6: Click <**Submit**>. The work list will refresh and no open tasks will be displayed.

Step 7: Log off of CCQAS by clicking <**Logoff**> in the upper right corner of the screen.

END OF LESSON

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