

LESSON 27: Completing the Renewal Application

Background: After CCQAS has generated the Renewal Application, the Provider completes and submits an e-application requesting a renewal of privileges at the same facility or unit.

Objective: To practice completing and submitting an e-application for the renewal of clinical privileges for a fictitious Provider.

Exercise:

Step 1: Log on to CCQAS as a Provider.

Step 2: Review the work list to verify the presence of a “Task = *Complete Application (Military)* or *(Civilian)*” and “App Type = *Renewal.*” Double-click on the task to open the application form.

Step 3: Review the information contained in each section of the Renewal Application. It will be pre-populated with current credentials information from the Provider’s credentials record, including the continuing education entered after the PSV of the Modification Application.

Step 4: Click on “Lic/Cert/Reg” on the Navigation bar. Click <Add> to enter a second state license. Enter the required information and click <Save>.

Step 5: Click on “Practice History Questions” on the Navigation bar. Respond to each question. Enter *Yes* for one of the questions, and click on the notes icon () to enter explanatory text. Click <Save>.

Step 6: Click on “Health Status Questions” on the Navigation bar. Respond to each question. Enter *Yes* for one of the questions, and click on the notes icon () to enter explanatory text. Click <Save>.

Step 7: Click on “References” on the Navigation bar. For the first reference listed, click “Update” from the hidden menu of actions and set **Current** = *Yes*. Click <Save>. Repeat this process to make current, each of the references listed.

Step 8: Click on “Privileges” on the Navigation bar. The previously requested privileges will be displayed. Request the same privileges that were requested on the 1st e-application.

Step 9: Click on “E-Signature” on the Navigation bar. Review the “Attestation Statement” and then enter the Provider’s password to e-sign the application. Click <I Agree>. A warning message will be returned asking the Provider to review all sections of the e-application prior to e-signature. After review, click <OK>. A second message will be returned, indicating that the application has been submitted successfully. Click <OK>.

Step 10: Log off of CCQAS by clicking <**Logoff**> in the upper right corner of the screen.

END OF LESSON