

LESSON 28: Receipt, PSV, and Routing of the Renewal Application

Background: After the Provider has submitted the Renewal Application, the CC/MSSP/CM receives the application and routes it for PSV and review.

Objective: To practice receipt, PSV, and routing of the Renewal Application for a fictitious Provider.

Exercise:

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

Step 2: Review the work list to verify the presence of a “Task = *Ready for Review*” and “App Type = *Renewal*.” Double-click on the task to open the application form.

Step 3: Take responsibility for processing the application, by clicking <Yes>.

Step 4: Click <PSV> and select “PSV by CC/MSSP/CM” radio button. The work list will refresh with a new “Task = *Complete PSV*.”

Step 5: Double-click on “Task = *Complete PSV*” and take responsibility for PSV of the application by clicking <Yes>. PSV the application, referring to Lesson 5, as necessary. When all required PSV has been completed, click <Complete PSV> at the bottom of the screen. The work list will refresh with a new “Task = *PSV Complete/Action Required*.”

Step 6: Double-click on the “Task = *PSV Complete/Action Required*.” The application will open, displaying the “Provider Summary” tab. Click <Routing> at the bottom of the “Provider Summary” screen. The “Application Routing” screen will be returned.

Step 7: Select a Level 1 Reviewer by clicking on one name in the **Available Reviewers** box, and clicking [>] to move the individual into the **Selected Reviewers** box.

Record the name of the selected Level 1 reviewer: _____.

Assign Reviewers at other Levels of review, as desired: _____.

Step 8: From the pick list for Available PA’s, select and record one name.

Privileging Authority: _____.

Step 9: Click <Submit>. The work list will refresh and no open tasks will be displayed.

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

END OF LESSON

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