

## LESSON 29: Adding the Reviewer Role to a Provider's User Account

**Background:** Over time, Providers may also need to have access to CCQAS as a Reviewer, PAR Evaluator, or other role in CCQAS. The CC/MSSP/CM can modify the Provider's user account to grant additional role-based access to the Provider.

**Objective:** To practice modifying the user account for a fictitious Provider to grant access to CCQAS as a Reviewer.

### Exercise:

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

*Note:* In this exercise, we will assume that the CC/MSSP/CM has already been informed of Provider's need to function as a CCQAS Reviewer.

*Step 2:* From the "System" main menu, select "User Processing." The "User Listing" screen is returned.

*Step 3:* On the "User Listing" screen, only Reviewers, PAR Evaluators, and other users of the CCQAS modules are displayed. To locate the existing Provider's user account, click <Search User>. Check the **Include Provider Users** checkbox, enter the Provider's **Last Name**, and click <Submit>. The "User Listing" screen will refresh displaying all existing user accounts at the facility or unit that meet the search criteria.

*Step 4:* Double-click on the user account for the Provider. Click on the "MTF" tab.

*Step 5:* Click <Add [UIC]> at the top of the screen. This action will automatically create a UIC record in the upper portion of the screen, indicating that access to the CCQAS modules has been given to the Provider's account.

*Step 6:* Click on the "Permissions" tab and then click the "Privileging" tab. Select the *Yes* radio button for **Privileging Module** and **Reviewer**. Click <Save> and then <Close>.

*Note:* Other roles and permissions may be assigned to the user's account, as appropriate.

*Step 7:* Click <Close> to close the User Listing. The Provider will now have access to CCQAS as a Reviewer.

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

**END OF LESSON**

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