

LESSON 2: Completing and Submitting the 1st E-Application

Background: CCQAS 2.8 enables each Provider to complete and submit an electronic application for clinical privileges.

Objective: To practice using the CCQAS 2.8 self-service function by completing and submitting an e-application for clinical privileges for a fictitious Provider.

Exercise:

Step 1: Log on to CCQAS as a Provider with the userid and password that have been supplied to you: _____.

Note: The password is case-sensitive and should be entered using the [Shift] key, not the [Caps Lock] key. The userid is always upper case. At the first log on, you will be presented with a security briefing. Click <Yes I Understand> and then <Submit>.

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

Step 3: Review the on-screen instructions and the explanation of each icon. Click on “Profile/Position” on the navigation bar to begin completing the application.

Note: Although the instructions indicate that sections may be completed in any order, providers are strongly advised to complete the sections in the order listed, when completing the e-application for the first time.

Step 4: On the “Profile” tab, enter demographic information for a **Military** provider. Click <Save> at the top of the screen. The screen will refresh to the “Position” tab. Enter **Provider Category** = *Physician or Dentist*. Select *Yes* for **Are you requesting privileges at this time?**. Designate the “Type of Privileges Requested,” the “Type of Appointment Requested,” and populate the remaining fields on the screen. Click <Save>.

Step 5: Click on “Identification” on the Navigation bar. Confirm that the provider’s SSN is already documented in this section. Additional identification records may be added by clicking <Add>.

Step 6: Click on “Contact Information” on the Navigation bar. On the Address tab, click <Add> to add a contact address to the application. Click on the “Email” tab and the “Phone” tab to view the email and phone information that was used to create the CCQAS user account for the provider. Additional identification records may be added by clicking <Add>.

Step 7: Click on “Lic/Cert/Reg” on the Navigation bar. Click <Add> to enter one state license. Enter the required information and click <Save>. Additional licenses may be entered by repeating this action.

Step 8: Click on “DEA/CDS” on the Navigation bar. Click <Add> to enter one DEA certification. Enter the required information and click <Save>.

Step 9: Click on “Education/Training” on the Navigation bar. On the “Professional Education” tab, click <Add>. Enter all required information for **Type** = *Qualifying Degree* (e.g., MD, DO, or DDS). Click <Save>. On the “Post Graduate Training” tab, click <Add>. Enter one record for a year of post graduate training (e.g., PGY-1, PGY-2, etc.). Click <Save>. Additional post-graduate training records may be added by clicking <Add>.

Step 10: Click on “Specialty” on the Navigation bar. Click <Add>. Enter all required information for a specialty in which the provider’s **Level** = *Board Certified*. Click <Save>. Click <Add> again. Enter all required information for a 2nd specialty in which the provider’s **Level** = *Fully Trained*. Click <Save>.

Step 11: Click on “Affiliations” on the Navigation bar. On the “Malpractice Insurance” tab, click <Add>. Enter all required information for the malpractice insurance that enables the provider to work off-duty in a civilian facility. Click <Save>. On the “Clinical Affiliations” tab, click <Add>. Enter all required information for the provider’s current, off-duty employment. Click <Save>. [For this lesson, you may skip the “Academic Affiliations” tab and the “Organizational Memberships” tab.]

Step 12: Click on “Continuing Education” on the Navigation bar. Click <Add>. Enter all required information for one continuing education course. Click <Save>.

Step 13: Click on “Contingency Training” on the Navigation bar. Click <Add>. Enter all required information for a current Basic Life Support (BLS) certification. Click <Save>. Click <Add> again. Enter all required information for a C4 certification. Click <Save>.

Step 14: 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 15: 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 16: Click on “References” on the Navigation bar. Click <Add>. Enter information for a “Current” professional reference. Click <Save>. Repeat this process to enter the Service-specific number of required current references into the application.

Step 17: Click on “Privileges” on the Navigation bar. Check the **Privilege Category** that was configured during Lesson 1. Click <**Save**>. On the “Privileges” tab, request some privileges as *Fully Competent* or *With Supervision* and leave other privileges as *Not Requested*. Click <**Add Privilege**> to search for and add a privilege to the list of requested privileges. Click on arrow to left of selected privilege to add and click <Add Privilege>. [Check bottom of privileges screen for added privilege.] Click <**Save**>.

Step 18: Click on “Summary Report” on the Navigation bar. A summary of all data entered into the application will be returned. Review the summary report.

Step 19: Click on “Application Packet” on the Navigation bar. A pdf file of the application will be generated. Review and then close the pdf file.

Step 20: Click on “E-Signature” on the Navigation bar. Review the “Attestation Statement” and then enter the Provider’s password to e-sign the application. Enter a comment into 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 21: Log off of CCQAS by clicking <**Logoff**> in the upper right corner of the screen.

END OF LESSON

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