

Lesson 30: Configuring Facility-Supported Privileges

Background: Prior to using CCQAS 2.8 electronic privileging functions at your facility or unit, the complete list of privileges supported by the facility or unit must be configured.

Objective: To configure the facility- or unit-supported privileges for each specialty.

Exercise:

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

Step 2: Click on the “Privileging” main menu and select “Privilege Management.”

Step 3: On the “MTF Privilege Management” screen, open the pick list for “Privilege Category” and click on the first specialty that will be configured. The screen will refresh and display the privilege list for the selected specialty.

Note: Since the default setting for all privileges in every specialty is “Not Supported,” specialties that are not supported at your facility or unit do not require any configuration.

Step 4: Configure the privileges that are supported under the selected specialty by clicking the corresponding radio button for “Supported.”

Note: All privilege items in one folder may be simultaneously designated as supported by clicking the header labeled “Supported.” Individual items may then be deselected by clicking the radio button under “Not Supported.”

Step 5: After all privilege items have been reviewed and configured for the selected specialty, click <**Save**>.

Step 6: Repeat Steps 3 – 5 for every specialty that is supported at your facility or unit. Continue this process until all supported privileges have been configured.

Step 7: Click <**Close**> on the “MTF Privilege Management” screen.

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

END OF LESSON

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