

LESSON 4: Receipt and Review of the 1st E-Application

Background: After the provider e-signs the e-application, CCQAS electronically forwards the application to the credentials/professional affairs office, where one CC/MSSP/CM will take responsibility for processing the application.

Objective: To practice receiving and reviewing the 1st e-application for clinical privileges for a fictitious Provider.

Note: The e-application that was completed on Day 1 should be used for this exercise.

Exercise:

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

Step 2: Review the work list to verify the presence of the “Task = “*Application Ready for Review.*” Double-click on the task.

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

Step 4: Review the “Provider Summary” tab. Click <View Credentials> near the bottom left-hand side of the screen. Examine each section. Add a note by clicking on the empty note icon () for one of the sections. Once a note is added, click <Submit>. The icon will change to a filled note icon ().

Step 5: Click the “Position” tab. Confirm that the provider indicated an intention to request privileges with their application and that the Privilege and Appointment Types were entered.

Step 6: Click the “Privileges” tab. Confirm that the provider requested privileges in at least one specialty.

Step 7: Click the “Documents” tab. Click <Add> to open the “Documents” screen and upload a document into the application. Be sure to select applicable “File Type” from the drop down menu and fill in a short description. Click <Close> when finished.

Step 8: Click the “Comments” tab. At least one comment record should be displayed. Click on the arrow to the left of the record line to access the hidden menu of actions. Click on “View Comment.” [You can also access the comment by double-clicking on the selected record line.] After reading the comment, click <Close>.

Step 9: Click <PSV> at the bottom of the page. [This action may be accessed from any tab on the “Provider Application Review” page.] Select the “PSV by CC/MSSP/CM” radio button and click <Submit>. The work list will refresh with a new “Task = *Complete PSV.*”

Step 10: Proceed directly to Lesson 5, or log off of CCQAS by clicking <**Logoff**> in the upper right corner of the screen.

END OF LESSON