

## LESSON 5: Primary Source Verification of the 1<sup>st</sup> E-Application

**Background:** After the CC/MSSP/CM has routed the e-application for PSV, one individual must take responsibility for the PSV task and perform all required PSV.

**Objective:** To practice accepting and completing the PSV for the 1<sup>st</sup> e-application for clinical privileges for a fictitious Provider.

### Exercise:

*Step 1:* If you logged off of CCQAS at the end of Lesson 4, log on to CCQAS as the CC/MSSP/CM. Otherwise, skip this step.

*Step 2:* Double-click on the “Task = “*Complete PSV*” and take responsibility for PSV of the application by clicking <Yes>.

*Step 3:* Review the “Provider PSV Summary” tab. From the hidden menu for the “State License/Certification/Registration” section, select “Update.” The record will open displaying all licensure information and a “PSV Information” portion of the screen. [Be sure to check whether the credential is “In Good Standing.”] Enter the PSV information by first selecting the **Method** of PSV. Enter all required fields for the method selected. Click <Save>.

*Step 4:* Repeat Step 3 for each record in the following sections: “State License/Certification/Registration,” “National Certification/Registration,” “Professional Education,” “Post-Graduate Training,” “Specialty,” and “References.” Select a different **Method** of PSV for each record so that all methods are practiced. Note that only “Specialty” records where the Provider is board certified are required for PSV.

*Step 5:* Scroll down to the “NPDB/HIPDB/FSMB” portion of the “Provider PSV Summary” tab, just below the <Save> button. Enter a **Last Query Date** and results for an NPDB/HIPDB query and click <Save>.

**Note:** If your facility or unit uses the “NPDB Batch Query” report to perform NPDB queries, this Provider’s name will be included in the next batch query, if **Request Query** is checked. In this instance, the system will automatically populate the **Last Query Date**. The options for the “Adverse Information On File” section will have to be manually selected when the results of the query come back from the NPDB.

*Step 6:* Selecting one of the NPDB results options (“Adverse Information On File”) will activate the <Complete PSV> button at the bottom of the screen. Click <Complete PSV>. A confirmation message will be returned. Click <OK>. The work list will refresh with a new “Task = *PSV Complete/Action Required*.”

*Step 7:* Proceed directly to Lesson 6, or log off of CCQAS by clicking <Logoff> in the upper right corner of the screen.

### END OF LESSON

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