

LESSON 6: Routing the 1st E-Application for Review

Background: After PSV has been completed, the e-application is returned to the CC/MSSP/CM, who then sets up the routing for review and approval of the application.

Objective: To practice setting up the routing for review and approval of the 1st e-application for a fictitious Provider.

Exercise:

Step 1: If you logged off of CCQAS at the end of Lesson 5, log on to CCQAS as the CC/MSSP/CM. Otherwise, skip this step.

Step 2: Double-click on the “Task = *PSV Complete/Action Required.*” The application will open, displaying the “Provider Summary” tab.

Step 3: Click <**Routing**> at the bottom of the “Provider Summary” screen. The “Application Routing” screen is returned.

Step 4: Select a Level 1 Reviewer by clicking on one name in the **Available Reviewers** box, and clicking [>] to move the individual into the **Selected Reviewers** box. Record the name of the selected Level 1 Reviewer: _____.

Step 5: Click [+] next to “Level 6 Reviewers” to open the section of the screen. Use the same process to select two Level 6 Reviewers who will review the e-application as Committee Members.

Level 6 Committee Member #1: _____.

Level 6 Committee Member #2: _____.

Step 6: Click [+] next to “Level 6 Committee Chair” to open the section of the screen. Select one Committee Chair to render the Committee’s final recommendation on the application .

Level 6 Committee Chair: _____.

Step 7: From the pick list for Available PAs, select and record one name.

Privileging Authority: _____.

Step 8: Click <**Submit**>. The work list will refresh and no open tasks will be displayed.

Step 9: Log off of CCQAS by clicking <**Logoff**> in the upper right corner of the screen.

END OF LESSON

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