

LESSON 7: Level 1 Review of the 1st E-Application

Background: After the CC/MSSP/CM has submitted an application for routing, the assigned Level 1 Reviewer(s) will review and render a recommendation for approval of the requested privileges.

Objective: To practice receiving, reviewing, and endorsing the requested privileges on the 1st e-application for a fictitious Provider, as a Level 1 Reviewer.

Exercise:

Step 1: Log on to CCQAS as the Level 1 Reviewer (selected in Lesson 6): _____.

Step 2: Double-click on the “Task = *Application Ready for Review.*” The application will open, displaying the “Privileges” tab. Click on the “Provider Summary” tab.

Step 3: Review each tab in the application. [Information entered on all tabs will be view- or read-only, with the exception of the “Privileges” tab which enables the Level 1 Reviewer to endorse each requested privilege item individually.]

Step 4: Click on the “Privileges” tab. Endorse each requested privilege item by selecting a value from the pick list under the “Level 1” column header. For the purposes of this lesson, please endorse each privilege item as requested by the Provider.

Note: No endorsement is required by the Reviewer if the privilege item is “Not Supported” by the facility or unit or “Not Requested” by the Provider.

Step 5: After all endorsements have been entered, click <**Recommend**>. The “Reviewer Recommendation” screen will be returned.

Step 6: On the “Reviewer Recommendation” screen, enter text in the **Comments** box and click <**Submit**>. A warning message to verify completion of the task will be returned. Click <**OK**>. The work list will refresh and no open tasks will be displayed.

Step 7: Log off of CCQAS by clicking <**Logoff**> in the upper right corner of the screen.

END OF LESSON

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