

9 Renewal of Clinical Privileges

As the provider's privilege expiration date approaches, a new application for renewal of clinical privileges must be completed and submitted for review. Unlike the application for modification of privileges (see Section 6), the provider is not required to take any action to generate the application for renewal of privileges. At the designated time, the system will automatically generate the renewal application and send a notification to the provider indicating that a new task has been placed in his or her work list in CCQAS.

9.1 Generating an Application for Renewal of Clinical Privileges

The CC/MSSP/CM of each facility or unit must set the length of the application renewal period in CCQAS using the "Renewal Notice Days" (under the "Privileging Authority" heading) data field located on the "Command Parameters" screen (see Exhibit 9.1-1). The Command Parameters screen is accessed by clicking on the "System" main menu.

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Command Parameters
Local MTF: USA LANDSTUHL RMC

Credentials Signature Authority
Command:
Location:
Office:
Name:
Position:
Phone:

Certification Authority
Official:
Title:

Privileging Authority
UIC: Renewal Notice Days: 363

Risk Management Signature Authority
Command:
Location:
Office:
Name:
Position:
Phone:

Authority Address
Address 1:
Address 2:
City:
State: Zip: Country:

Points of Contact
First:
Second:
Third:

POC for ECOMS/ECODS

Save Close

Exhibit 9.1-1. Command Parameters Screen

The CC/MSSP/CM should enter the desired number of days in advance of a provider's privilege expiration date when he/she wants the system to generate the renewal application. For example, if the CC/MSSP/CM desires to have his/her privileged providers to start their renewal application one month before the privilege expiration date, he/she should set the "Renewal Notice Days" at 30. Only one number is required and this will work for both initial and regular appointment expirations. When the Renewal Application is generated, the system will send an email notification to the

provider and an active task will be placed in the provider's work list entitled, "Task = Complete Application" and "App Type = Renewal" (Exhibit 9.1-2).

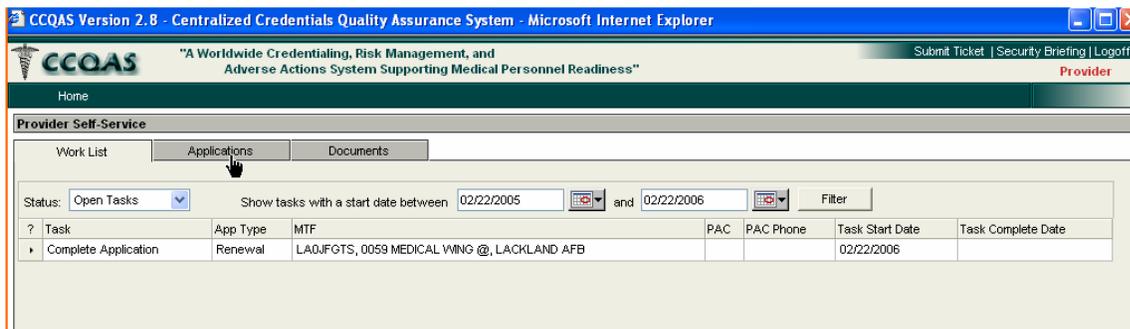


Exhibit 9.1-2. Provider Work List Item – Complete Renewal Application

The provider may then open, complete, and submit the Renewal Application according to the instructions provided (Exhibit 9.1-3).

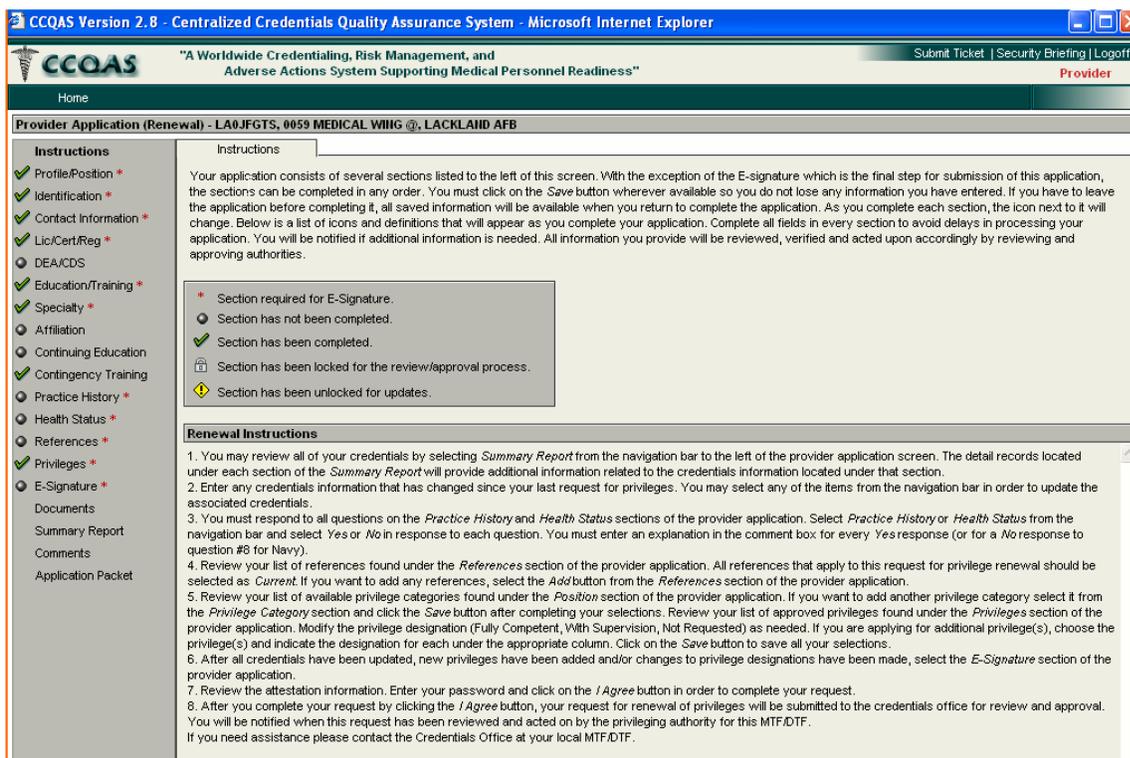


Exhibit 9.1-3. Provider Application (Renewal)

The following are important features of the Renewal Application:

- The application will be pre-populated with the provider's most current credentials information from his or her CCQAS credentials file
- The application will reflect the list of clinical privileges that were granted by the provider's current privileging unit or facility during the most recent privileging action

- The provider may not edit existing credentials information that has been previously primary source verified (PSVd), except to update expiration or renewal dates
- The provider may add to the application new credentials that are supported by appropriate documentation
- The section of the application containing the “Practice History” and “Health Status” questions will not be pre-populated with the provider’s previous answers. The provider must answer these questions each time a new application for privileges is submitted
- All references listed on the original application will be listed on the Renewal Application with a status of “Current = *No*”. The provider should edit the “References” section to indicate which references are still current or add new references

The renewal email notification will be sent to the provider only once, but the work list item to complete the renewal application will remain active, either until the provider completes and submits the application, or 90 days pass without submitting the application. Once submitted, the application is locked and cannot be edited by the provider, unless the CC/MSSP/CM returns the application to the provider with instructions to modify it.

When the “Complete Application” task is created for the provider, a new work list item for the CC/MSSP/CM is also created entitled, “Task = *Setup PAR*” (see Exhibit 9.1-4).

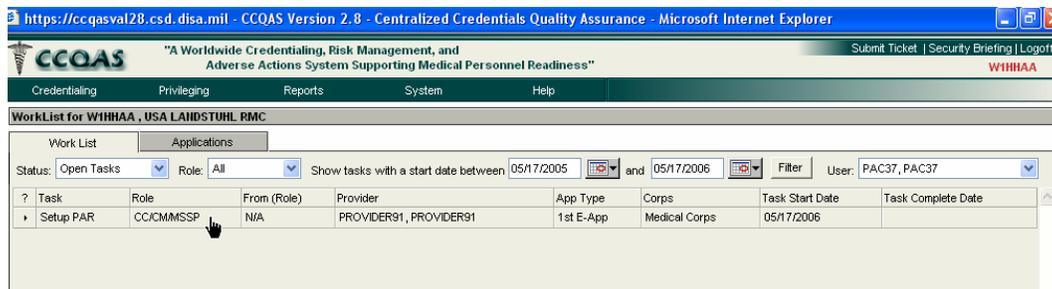


Exhibit 9.1-4. CC/MSSP/CM Work List Item – Setup PAR

The Performance Assessment Report (PAR) Evaluator should complete a PAR, with an optional review by one or more PAR Reviewers, prior to routing the renewal application through the review process. The PAR process is discussed in detail in Section 10.

9.2 Processing an Application for Renewal of Clinical Privileges

Once the provider signs and submits the Renewal Application, the system will forward it to the CC/MSSP/CM. The CC/MSSP/CM will receive a new work list item entitled, “App Type = *Renewal*” (see Exhibit 9.2-1).

Task	Role	From (Role)	Provider	App Type	Corps	Task Start Date	Task Complete Date
Application Ready for Review	CC/CM/MSSP	PROVIDER12, PROVIDER12 (Provider)	PROVIDER12, PROVIDER12	Modification	Medical Corps	03/10/2006	
Application Ready for Review	CC/CM/MSSP	PROVIDER13, PROVIDER13 (Provider)	PROVIDER13, PROVIDER13	Modification	Biomedical Sciences Corps	03/10/2006	
Application Ready for Review	CC/CM/MSSP	PROVIDER13, PROVIDER13 (Provider)	PROVIDER13, PROVIDER13	Modification	Medical Corps	03/10/2006	

Exhibit 9.2-1. CC/MSSP/CM Work List Item – Renewal Application Ready for Review

From this point, the PSV and review processes are similar to those for the original application, with a few important exceptions:

- All provider licenses, certifications and/or registrations, as well as those credentials that need to be verified but were not previously verified, must undergo the PSV process. Professional education and other static credentials which generally are not updated over time do not have to undergo PSV if they have already been PSVd in CCQAS
- A new NPDB query is required
- A minimum of one PAR should be completed and reviewed prior to routing the application for review (see Section 10)

Note: An NPDB query is required *for every privileging action* in all Army, Navy, and Air Force facilities, regardless of the date of the last query. There are two exceptions to this rule: the Navy does not conduct an NPDB query for its inter-facility credentials transfer briefs (ICTBs), and the Army Dental facilities do not require a re-query for modifications or for ICTBs.

These requirements must be met prior to routing the Renewal Application for review and approval.

Although the exception rather than the rule, the automated PAR process in CCQAS may be replaced with an offline PAR process that occurs outside the CCQAS application. This process is discussed in greater detail in Section 10.

Sections of the application that were modified by the provider are flagged so that the CC/MSSP/CM, CVO, and reviewers may easily identify what information has been changed since the original application was approved. Icons appear next to each data element that was changed from the original application, indicating that the section will need to be verified on the basis of new or modified information. If the “Verified” box on the right-hand side of the screen is checked, the information in that section does not have to be re-verified.

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Prime Source Verification (PSV) for PROVIDER2 PROVIDER2

Provider PSV Summary Privileges Documents Comments [Expand All](#) [Collapse All](#) [Print Summary](#)

Profile

Name: PROVIDER2, PROVIDER2	Gender: Male	Date of Birth: 10/06/1978
Branch: F11 - Air Force (USAF)	Rank: COL - Colonel	Corps: MC - Medical Corps
AOC Design/AFSC: 44N3 - Neurologist, Clinical	Accession: DA - Direct Accession	

Identification

? Identification Type	Identification Number
▸ Social Security Number	D00000001

State License/Certification/Registration **Verified**

? Type	State	Number	Field	Status	Verified
▸ License	CA	43423432423	Allopathic Physician	Active	No

Manual Certification/Registration [No Data]

Education This record has been modified since it was last Prime Source Verified (PSV). Open the record to see the fields changed. [No Data]

Drug Enforcement Agency (DEA) / Controlled Dangerous Substances (CDS) [No Data]

Professional Education **Verified**

? Degree	Type	Institution	Start Date	Completion Date	Verified
▸ Doctor of Medicine	Qualifying Degree	Uniformed Services University of Health Sciences		01/28/2006	Yes
▸ Associate of Science	Other Degree	Uniformed Services University of Health Sciences		02/22/2006	No

Post Graduate Training [No Data]

Specialty **Verified**

? Specialty	Sub Specialty	Specialty Level	Certified Date	Expiration Date	Verified
▸ Neurological Surgery	No Sub Specialty	Fully Trained			Yes

Malpractice [No Data]

Academic Appointments [No Data]

Off-Duty Employment [No Data]

Previous Assignments [No Data]

Print Complete PSV Return Close

Exhibit 9.2-2. Flagged Sections on the Renewal Application

The CC/MSSP/CM and reviewers will be able to see the original privileges granted to the provider, as well as the any changes in privileges being requested by the provider in the Renewal Application. Under most circumstances, the application for modified privileges will be routed through the same reviewers who reviewed and approved the original application. Once the Renewal Application has been reviewed and approved by the Privileging Authority, the CC/MSSP/CM will issue the appropriate notifications and complete the application process.

Once approved, the system will import the renewed privileges into the “Privileges” section of the provider’s credentials record. The system will automatically calculate new **Privilege Expiration** and **Staff Appointment Expiration** dates for the provider, based on a default period of two years from the date that the renewed privileges were approved. These dates however, may be changed by the CC/MSSP/CM in the “Privileges” section of the provider’s credentials record. Any edits made to these expiration dates in the “Privileges” section (by clicking on the arrow to the left of the line item and then selecting “Edit” from the hidden menu of actions) will be displayed in read-only format in the current assignment record in the “Assignments” section of the credentials record (formerly the MTF Assignment tab).

9.3 Frequently Asked Questions (FAQ)

FAQ: One of my providers holds privileges that will expire in 60 days. The provider, however, expects to PCS close to the time his privileges expire and does not wish to renew them at this facility. He already has the Renewal Application as an active task in his work list. What should he do?

Answer: He does not have to open the task and complete that application. After 90 days, the task will be closed and disappear from his 'Open' work list. Once you generate an "Initiate PCS" task, the system will automatically send the provider an email tasking him to complete a PCS application, and a new task will be added to his work list, thus: "**Task = Complete Application (PCS)**".