



DEPARTMENT OF THE ARMY
HEADQUARTERS, U. S. ARMY MEDICAL COMMAND
2748 WORTH ROAD FORT SAM HOUSTON,
TEXAS 78234-6000

REPLY TO
ATTENTION OF

MCHO-CL-Q

2 March 2012

MEMORANDUM FOR Class Attendees

SUBJECT: Risk Management Training - Centralized Credentials Quality Assurance System (CCQAS)

1. The FY2012 training for newly assigned and returning risk management personnel is scheduled at the AMEDD Center and School, Ft. Sam Houston, TX during the week of 16 - 20 April 2012. This training will include an overview of the claims management process as well as hands-on use of the risk management module of CCQAS. Class size is limited to 15 students to provide optimal experience in the use of the CCQAS risk management application. Funding for this training is the responsibility of the local unit of assignment.
2. The projected 2012 class dates for this training is as follows:

Travel	Sessions Start	Sessions End	Travel
16 Apr 2012	17 April 2012	19 April 2012	20 April 2012

Sessions will run from 0800 - 1600 daily. Do not make travel plans before the travel date.

Prerequisites: If you have not done so already apply for access to CCQAS. Use the following web address to register for an account: <https://ccqas.csd.disa.mil/default.asp>. Your local CCQAS administrator (Credentials Manager/Chief, Quality) will set your CCQAS permissions to allow you access to the risk management module of the live data base for you to begin actual PCE or claims data entry.

Training attendees are required to complete the following electronic training modules which will acquaint you with the CCQAS application:

- a. CCQAS 2.8-11: Risk Management for Army and,
- b. CCQAS 2.8-12: CCQAS Reports.

The two modules noted above may be found on the MSH training website: <https://mhslearn.csd.disa.mil/ilearn/en/learner/mhs/portal/home.isp>. To navigate to these modules: Click on the above hyperlink; Select "MHS Staff Training"; "LOG-IN" (complete the login/CAC access process); on the "My Learning" Screen under "Search Catalogue", type in "CCQAS" and "Go". Select "Self-Paced Learning" and "See all 15 Self-Paced Topics"; scroll down to 'CCQAS 2.8-11 Risk Management for Arm/, then CCQAS 2.8-12 "CCQAS Reports". Completion of this training should take about 2 hours or so. You may do this in more than one sitting. The application will save your work.

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3. Hotel accommodations are provided by:

Crowne Plaza,-San Antonio Airport

1111NE Loop 410

San Antonio, TX, 78209

POC: Marilyn Dewinne (210) 828-9031 ext 1024

(210) 828-9031 (Front Desk/Reservations)

(210) 828-9022 (FAX)

Please select the following link to make your reservation. Enter your arrival date to begin the reservation process.

<http://www.ichotelsgroup.com/crowneplaza/hotels/us/en/san-antonio/sattd/hoteldetail>

Hotel reservations should not be made prior to receipt of e-mail confirmation that the pre-requisite training has been accomplished and a seat in the class is assigned. Guest rooms are on "Hold" for those attending this training. When you telephone the hotel for reservations, our group name is "Army Risk Management". Mention this to ensure assignment to one of the rooms available for CCQAS training participants. The room rate (with microwave and refrigerator) is \$106.00/night which includes transportation via shuttle to and from Ft. Sam Houston daily. At check-in, provide the hotel clerk the Texas Hotel Occupancy Tax Exemption form (enclosed) to avoid paying applicable Texas tax. Should you have any problems with reservations, or if you have any special needs, please contact Marilyn Dewinne.

4. Transportation: The hotel has complementary shuttle service from the airport to the hotel and to shopping and restaurants within a two mile radius of the hotel. Upon arrival at the San Antonio airport, telephone 210-828-9031 to arrange for shuttle pick-up. A hotel shuttle will provide transportation to and from the AMEDD Center and School at 0730 and 1620 daily. Check at the front desk to verify departure times and location. A rental car will not be needed.

5. Attire: The uniform for all training sessions is ACU for military and business casual for civilian attendees. Classroom temperatures are not adjustable so if you tend to be chilled bring additional cover.

6. Travel: Official travel days are Monday, 16 April (arrive San Antonio) and Friday, 20 April (depart). Attendees from OCONUS may make appropriate travel arrangements. The hotel can accommodate an early arrival or a late departure at the stated \$106.00/night rate.

7. Class schedule: Class will be held in Building 2841, Willis Hall, Room 1407. Participants should report to the classroom promptly at 0750 hrs on the first day of class. Class hours are 0800 to 1600, with a one hour lunch break, Tuesday through Thursday. You are expected to attend the entire period of instruction. Please make your departure travel plans accordingly. Participants must bring with them a current CAC card. A user ID and local password for the CCQAS training server will be issued for participant training.

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8. Points of contact for your questions: Ms Denise Lasater, Risk Manager or LTC Jennie Irizarry, Chief, Regulatory Compliance Branch, Quality Management Division, DSN: 471-7903/8104 or Commercial (210) 221-7903/8104.


JENNIE M. IRIZARRY
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Health Policy and Services Directorate

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Commander, US Army Human Resources Command, ATTN: AHRC-OPH-PAI, 1600 Spearhead Division Ave, Fort Knox, KY 40122

Commander, AMEDD Professional Management Command, ATTN: ARRC-RMC-QMD-A Bldg 941, 4984 Jonesboro Road, Forest Park, GA 30297-3524

Commander, HQ USMEPCOM, Building 3400, Great Lakes Naval Training Center, 2834 Green Bay Road, North Chicago, IL 60064-3094

US Army AMEDD Risk Managers