

## LESSON 13: Initiating and Completing an E-Application for Modification/Augmentation of Clinical Privileges

**Background:** CCQAS 2.8 enables a Provider to initiate a new application to modify/augment privileges that were granted during the processing of the most recent e-application.

**Objective:** To practice initiating, completing, and submitting an e-application for the modification/augmentation of current clinical privileges for a fictitious Provider.

### Exercise:

*Step 1:* Log on to CCQAS as a Provider who holds currently approved privileges. The work list will have no open tasks.

*Step 2:* From the work list, click on the “Applications” tab. One summary record will be displayed, corresponding to the completed 1<sup>st</sup> e-application. From the hidden menu of actions, select “Request Modification.” The “Application Modification Instructions” screen will be returned.

*Step 3:* Review the “Application Modification Instructions” screen, and click <**Initiate Modification**>. The Provider Modification Application will be displayed with instructions for completing the form.

*Step 4:* Review the information contained in each section of the Provider Modification Application. It will be pre-populated with the credentials information from the most recently approved privilege application. It will include any updates made to the Provider’s credentials record since the last privilege application was approved.

**Note:** The Provider may add new credentials information, but may not alter existing credentials that have already undergone PSV, except to update an expiration date (for a license renewal, certification renewal, etc.).

*Step 5:* Click on the “Continuing Education” section to document the completion of a new continuing education course by the provider. Click <**Add**>. Enter all required information for a new continuing education course. Click <**Save**>.

*Step 6:* Click on the “Practice History Questions” section. Respond to each question. Enter *Yes* for one of the questions, and click on the notes icon (  ) to enter explanatory text. Click <**Save**>.

*Step 7:* Click on the “Health Status Questions” section. Respond to each question. Enter *Yes* for one of the questions, and click on the notes icon (  ) to enter explanatory text. Click <**Save**>.

*Step 8:* Click on the “References” section. For the first reference listed, click “Update” from the hidden menu of actions and set **Current** = *Yes*. Click <**Save**>. Repeat this process to make current each of the references listed.

*Step 9:* Click on the “Privileges” section. The previously requested privileges will be displayed. Request an additional privilege that was not previously requested. Click <**Save**> to return to the “Privileges” tab. Check the bottom of the privilege list to ensure that the additional privilege is listed. Click <**Save**>.

*Step 10:* Click on the “E-Signature” section. Review the Attestation Statement and then enter the Provider’s password to e-sign the application. Enter the comment, *Additional privileges are requested on the basis of a completed continuing education course.* Click <**I Agree**>. A warning message will be returned to review all sections of the e-application prior to e-signature. After review, click <**OK**>. A second message will be returned, indicating the application has been successfully submitted. Click <**OK**> to return to the work list. No open tasks will be displayed.

*Step 11:* Log off of CCQAS by clicking <**Logoff**> in the upper right corner of the screen.

**END OF LESSON**