

LESSON 20: Initiating an ICTB Transaction at the Sending (Parent) Facility or Unit

Background: The CC/MSSP/CM at the sending unit is still responsible for initiating the ICTB transaction

Objective: To practice receiving a Broadcast Message with a request for an ICTB and initiating an ICTB transaction for a fictitious Provider.

Exercise:

Step 1: Log on to CCQAS as the sending (parent) facility or unit CC/MSSP/CM. A message window should display alerting you to a new, incoming Broadcast Message. Sending (parent) facility or unit: _____.

Step 2: From the “System” main menu, select “Broadcast Messages.” The message is displayed in the bottom portion of the screen, in the “View Message/Broadcast Message” section. Review the message and click <Close> to return to the work list.

Step 3: From the Credentialing main menu, select “Provider Search.” The “Credentials Provider Search” screen will be returned. Enter your provider’s **Last Name** and **First Name**, select the **Search** radio button in the “Action” section of the screen, and click <Search>.

Step 4: On the “Search Results” tab, click “Initiate ICTB” from the hidden menu of actions for the Provider’s credentials record. The “Initiate ICTB” screen will be returned. Enter the **To Command:** *UIC, today’s date* as the **Start Date**, and *seven days from today’s date* as the **End Date**. You may include other relevant information you deem necessary. Click <Submit> to initiate the ICTB transaction.

Note: The process of initiating the ICTB transaction in CCQAS 2.8 is the same as it was in CCQAS 2.7. The initiation of the ICTB in CCQAS 2.8, however, will trigger the generation of the ICTB privilege application for the Provider.

Step 5: The system will return the ICTB letter set-up window. Select from three additional text options for Paragraph 11 of the letter and any additional comments (if any) for Paragraph 12, and click <Submit> or <Generate Letter>.

Step 6: Review the ICTB letter for completeness and click <Close> at the top of the screen.

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

END OF LESSON

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