

6 Modification of Provider Credentials and Clinical Privileges

Changes in a provider's professional credentials should be updated in CCQAS in a timely manner. The method for updating CCQAS with new credentialing information depends on whether or not the provider wishes to request a change in clinical privileges commensurate with the new credentials. If the new credentials do not warrant a change in the provider's current privileging status, or the provider does not wish to change his or her current privileges, any of the following steps may be followed:

- The CC/MSSP/CM may enter new credentials information directly into the provider's CCQAS credentials record, based on the appropriate documentation received from the provider or other trusted source. This process will not change the provider's current clinical privileges; it will only ensure that the most recent credentials information is available in CCQAS, or
- The provider may add the new credentials information to an application for renewal of clinical privileges (see Section 9) or an application for privileges at a new duty station (see Section 8), or
- At any time, as soon as a new credential is obtained, the provider may update the information in CCQAS, but he does not have to request privileges with the update

If the change in credentials supports a change to the provider's current clinical privileges, the provider may wish to request modification of privileges before the next privilege renewal cycle. In this case, the provider may submit an application for modification or augmentation of privileges and include any new credential(s) with that application. An application for modification or augmentation of clinical privileges may also be appropriate when a facility or unit has begun to support one or more privilege items that the provider previously requested, but was not granted on the basis of the facility not having the resources to support the privilege(s).

6.1 Generating an Application for Modification or Augmentation of Privileges

Once a provider is granted clinical privileges at a facility, a modification or augmentation of the current, approved privileges may be requested at any time. An application for modification of privileges must be initiated by the provider. To generate the application, the provider simply logs into CCQAS, clicks on the "Applications" tab, and selects "**Request Modification**" from the hidden menu of actions for the most recently approved privilege application (Exhibit 6.1-1).

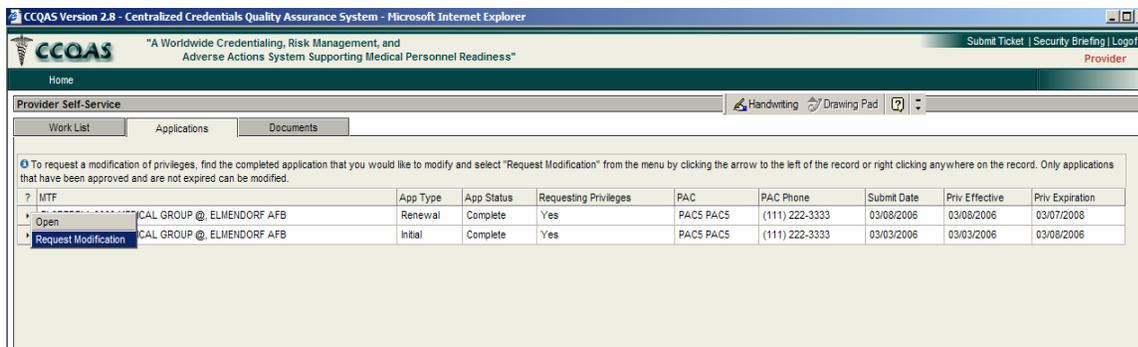


Exhibit 6.1-1. Request Modification Menu Item

CCQAS will only permit providers to request a modification of the most recently approved application at their facility or unit. The "Request Modification" menu item will not be active or enabled for applications that are currently in the review process, for approved applications that are not current, or for applications associated with other facilities or units.

Upon selecting "Request Modification", the "Application Modification Instructions" screen will appear (Exhibit 6.1-2).

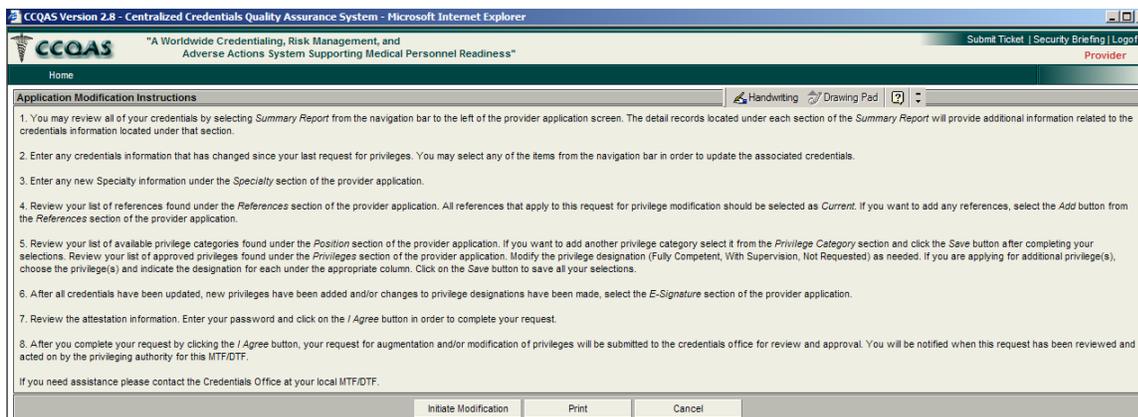


Exhibit 6.1-2. Application Modification Instructions Screen

These instructions may be printed by clicking <**Print**>, or the provider may cancel the request and return to the "Applications" tab by clicking <**Cancel**>. Upon clicking <**Initiate Modification**>, a new application for modification of privileges will appear (Exhibit 6.1-3).

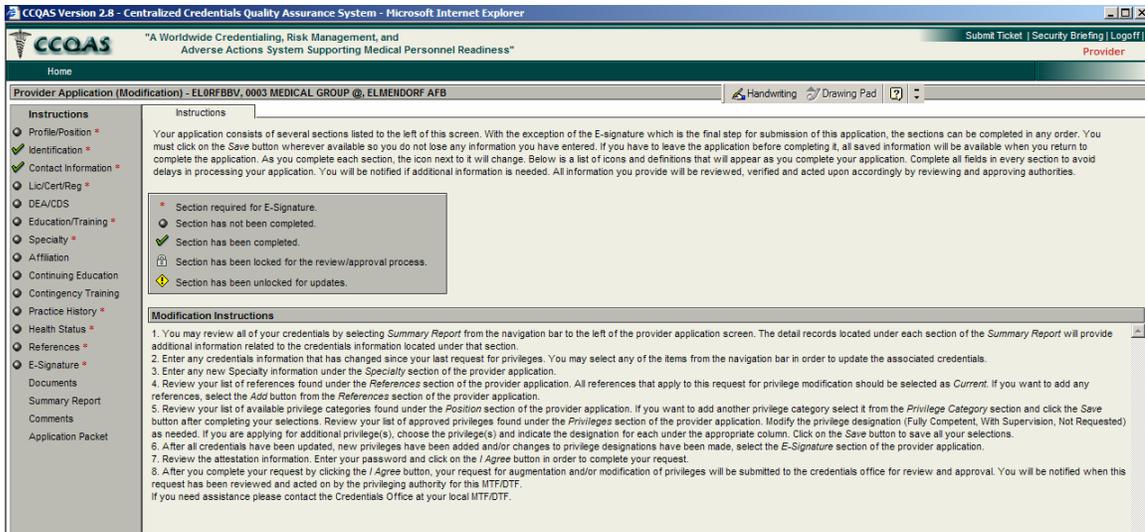


Exhibit 6.1-3. Provider Application (Modification)

The provider will then proceed with the application process according to the instructions provided.

The following are important features of the application for modification of privileges:

- 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 during the most recent privileging action by the provider’s current privileging unit or facility
- The provider may not edit existing credentials information that has already been primary source verified (PSV), 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 Modification 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
- Current, approved privileges will be displayed. The provider simply needs to change the privilege delineation that is driving the modification

Note: The provider should enter sufficient information on the modification application to support the request for additional clinical privileges. For example, if privileges are requested on the basis of those same privileges being newly supported by the facility, the provider should include a comment on the application indicating that the application is being submitted for privileges that are newly supported by the facility.

At the time the provider creates the application for modification of privileges, the system will generate an e-mail notification for the provider and a new work list item on the provider's "Work List" entitled, "App Type = *Modification*" (Exhibit 6.1-4).

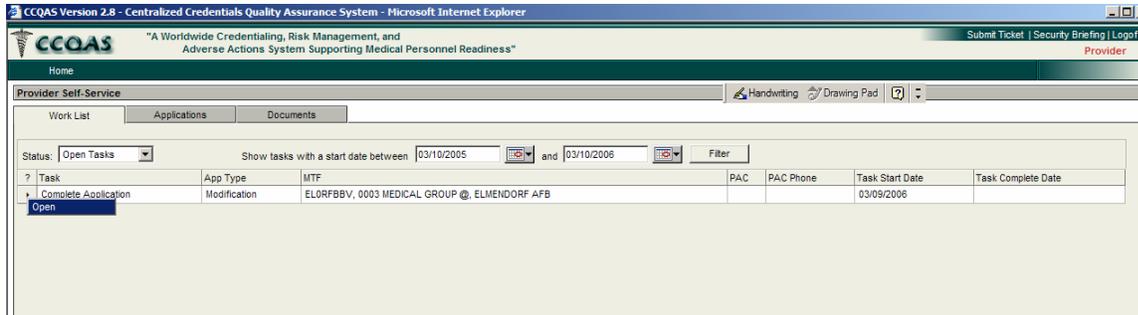


Exhibit 6.1-4. Open Provider Application (Modification)

The work list item to complete the Modification Application will remain active until either 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.

6.2 Processing an Application for Modification or Augmentation of Privileges

Once the provider signs and submits the Modification Application, the system will forward it to the CC/MSSP/CM. The CC/MSSP/CM will receive a new work list item with "App Type = *Modification*" (Exhibit 6.2-1).

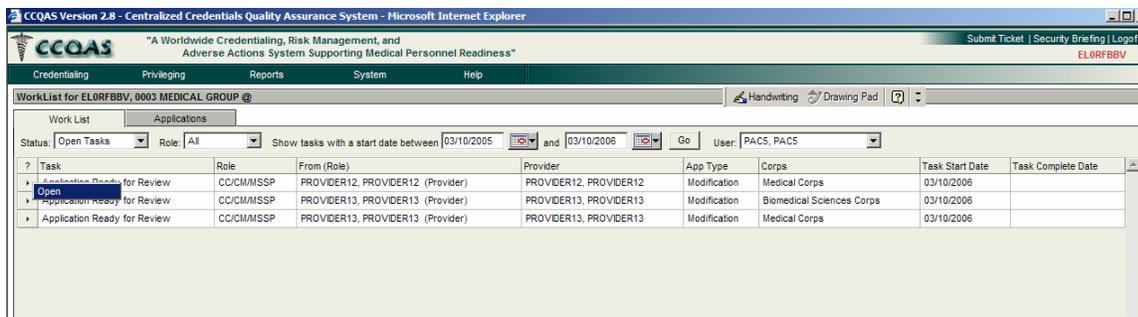


Exhibit 6.2-1. CC/MSSP/CM Work List Item – Modification of Privileges Application

From this point, the PSV and review processes are similar to those of the original application upon which the modification is based, with a few exceptions. For a modification of approved privileges, only the provider's license(s), certification(s) or registration(s) and those credentials that require verification but were not previously verified need to undergo the PSV process. A new National Practitioner Data Bank (NPDB) query must also be performed.

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.

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 require re-verification (Exhibit 6.2-2).

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/Desig/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

National Certification Registration [No Data] Verified

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

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

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] Verified

Specialty Verified

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

Malpractice [No Data] Verified

Academic Appointments [No Data] Verified

Off-Duty Employment [No Data] Verified

Previous Assignments [No Data] Verified

Print | Complete PSV | Return | Close

Exhibit 6.2-2. Flagged Sections on the Modification Application

The CC/MSSP/CM and reviewers will be able to see the original privileges granted to the provider, as well as the changes to privileges being requested by the provider.

Under most circumstances, the application for modification of privileges will be routed through the same reviewers who reviewed and approved the original application upon which the modification was made. Once the Modification 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 modified privileges into the “Privileges” section of the provider’s credentials record. The **Staff Appointment Expiration** and **Privilege Expiration** dates are **not** updated by the system as a result of an approved application for modification of privileges. 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 on the Privileges tab [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 on the “Assignments” section [formerly the “MTF Assignment” tab].

The approved Modification Application will then become a read-only record accessible to the provider from the “Applications” tab. Additional modifications of clinical privileges may be requested by initiating a second Modification Application from the first approved Modification Application. Or, the provider may simply wait to request additional privileges when the privilege renewal cycle begins.

6.3 Frequently Asked Questions (FAQ)

FAQ: One of my providers creates a Modification Application and then decides that he does not want to request modified privileges. The task to complete the modification application is still active in his work list. What should he do?

Answer: After a period of 90 days, if not acted upon during that time, the application will become a “non-compliant” application and will be closed, thus disappearing from his open work list. After 90 days, he may initiate another application for modification of privileges, or, the CC/MSSP/CM may reinstate the application to the status of “Pending” and notify the provider of the status change. The provider may then complete the application.