

## 4 Managing Facility Privilege Lists

One CC/MSSP/CM at each privileging facility will be designated as the CLP (Common Language Privileging) Administrator who will be responsible for managing the privilege catalog for his/her facility. This privilege catalog consists of privilege lists for all specialties and an indicator of which privileges in each specialty are supported by the facility.

The master privilege lists or catalog for each Service are created and maintained by Service-level personnel. Each facility or unit configures their own privilege lists using their Service's master privilege catalog. The creation of a new privilege list (when a new specialty is added) or new privilege items, or the modification of individual privilege items may be performed by Service-level personnel only. If a facility CLP Administrator wishes to add a privilege that is not available from the Service master privilege catalog, he/she should coordinate the addition of the new privilege to the master Service catalog with their Service CCQAS Administrator.

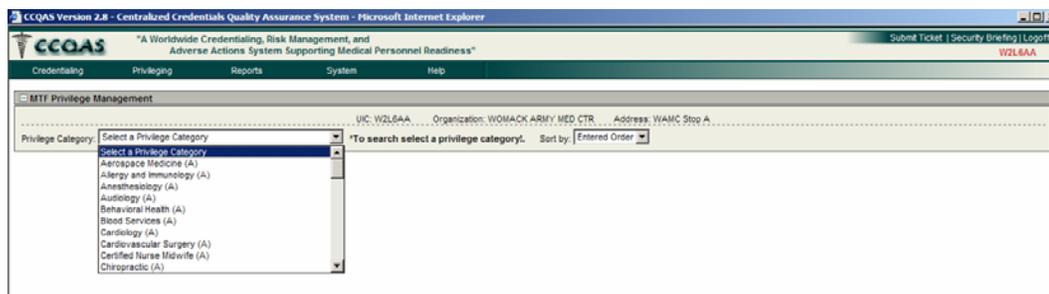
### 4.1 Privilege Management at Army and Air Force Facilities

The process of building an Army or Air Force privilege catalog is initiated by selecting "Privilege Management" from the Privileging main menu (Exhibit 4.1-1). Only users with CLP Administrator permissions will have access to the "Privilege Management" function in CCQAS.



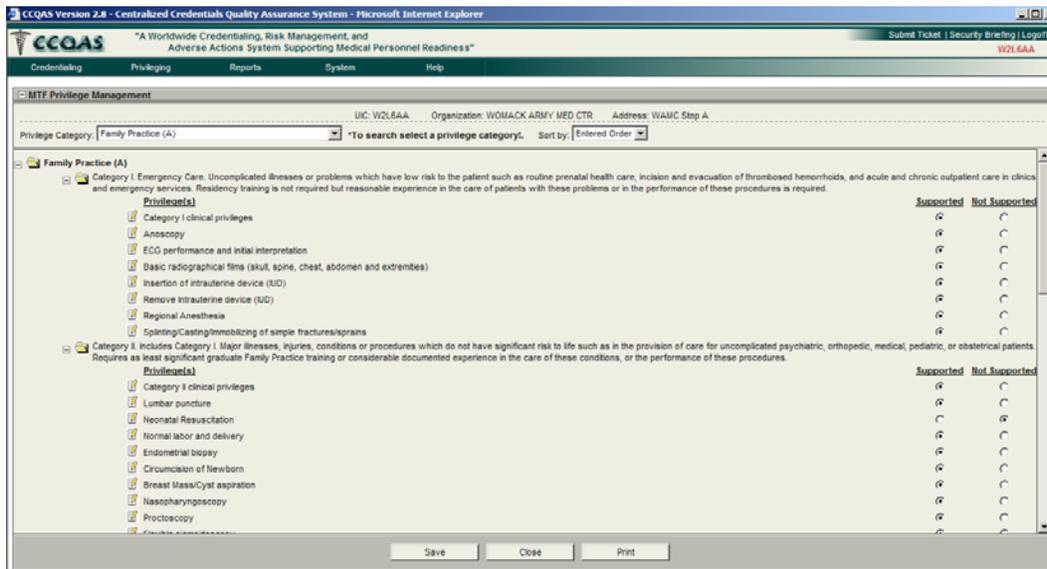
**Exhibit 4.1-1. CCQAS Privileging Management Menu Item**

Upon selecting "Privilege Management", the "MTF Privilege Management" screen (Exhibit 4.1-2) will be returned.



**Exhibi. 4.1-2. MTF Privilege Management Screen**

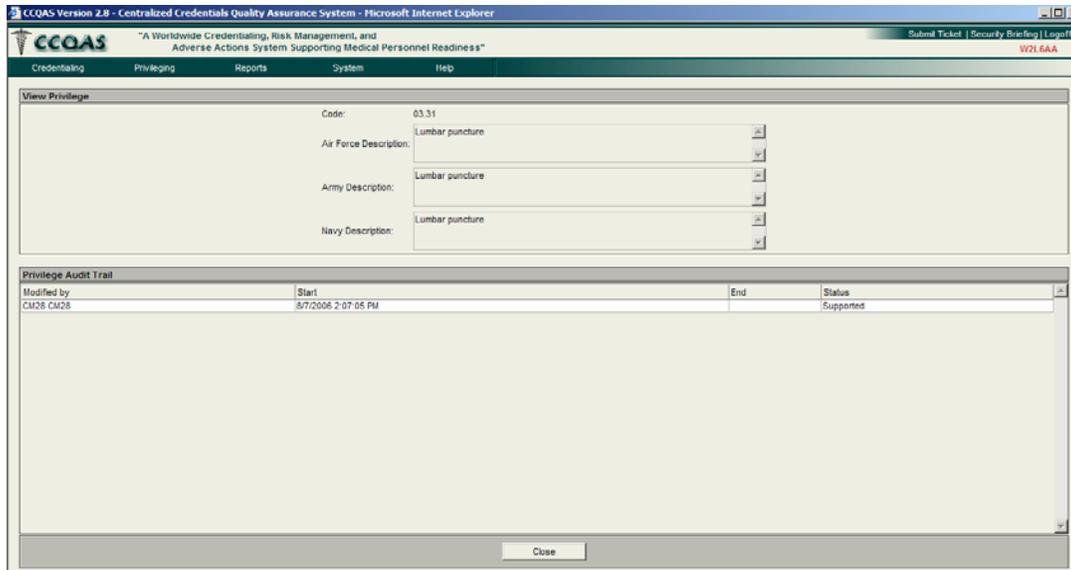
From this screen the user may select a privilege category (i.e., specialty) from the **Privilege Category** pick list (Exhibit 4.1-2).



**Exhibit 4.1-3. Army Privilege List for Family Practice**

The following are important features of the MTF Privilege Management screen:

- The privilege lists may be expanded (+) or collapsed (-) by clicking on the folder icon next to each list name
- The user must designate whether or not the facility supports each individual privilege item by selecting the radio button in either the **Supported** or **Not Supported** column
- If most or all privilege items within a given privilege list are supported by the facility, the user may click the header, **Supported**, to default all radio buttons to that value. Individual privilege items may then be changed, as appropriate
- If few or no privilege items within a given privilege list are supported by the facility, the user may click the header, **Not Supported**, to default all radio buttons to that value. Individual privilege items may then be changed, as appropriate
- All privilege items will be set to a default value of **Not Supported** until such time as the CLP Administrator changes the setting
- All changes made to the privilege items are maintained in an audit log
- The audit log (Exhibit 4.1-4) and additional detail regarding the privilege item may be viewed by clicking on the icon next to the privilege item and selecting “View Privilege”



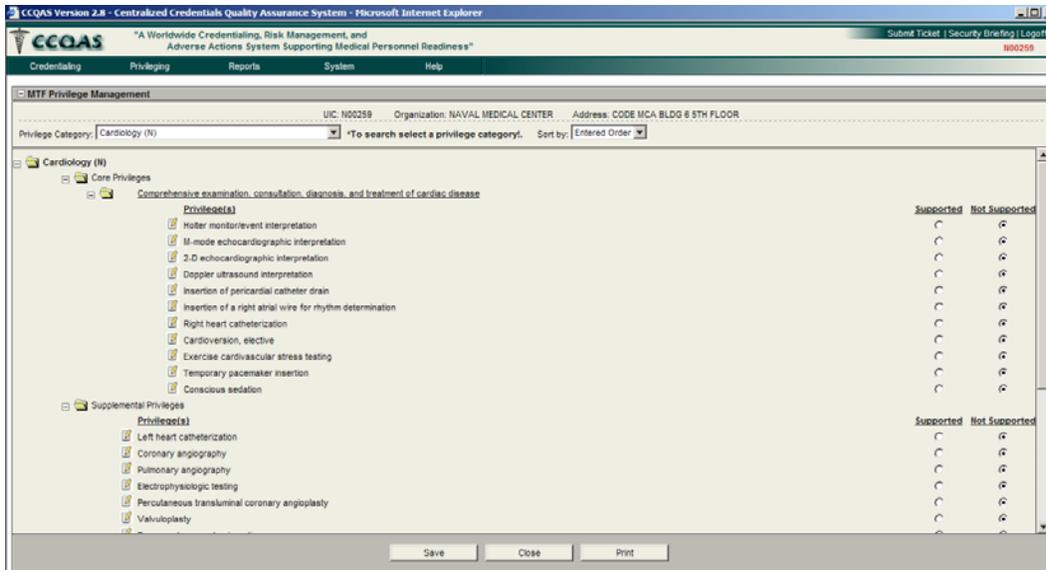
**Exhibit 4.1-4. View Privilege Screen**

The “View Privilege” screen (Exhibit 4.1-4) lists the description of the privilege item used by each Service. If no item description is available for a Service, that Service either does not support the privilege, or it is covered by a privilege item of another name.

The “Privileging Audit Trail” shows the date and time stamps of all changes made to the privilege item, and the individual who made the change. Each time a privilege support designation is changed, an entry will be made in the audit log. All date and time stamps will be recorded in **Central time**, regardless of where the facility is located. Audit log entries may not be edited or deleted. The “View Privilege” screen may be closed by clicking <Close>, and the user will be returned to the “MTF Privilege Management” screen.

#### **4.2 Privilege Management at Navy Facilities**

The process of building a Navy facility privilege catalog is no different from that of the Army and Air Force. The only difference lies in the fact that Navy privileges are grouped into “Core” and “Supplemental” privileges (Exhibit 4.1-5); however, the MSSP will still need to indicate whether each privilege item is facility-supported or not.



**Exhibit 4.2-1. Navy Core and Supplemental Privileges**

### 4.3 Frequently Asked Questions

*FAQ:* The Internal Medicine Department at my facility has just obtained some new instrumentation that now supports the performance of several new procedures. Several of our providers have requested privileges to perform this procedure in the past, but have not received the requested privileges, since the facility did not support the procedure. Now that our facility can support the procedure, what should I do?

*Answer:* You can go to the Privileging main menu in CCQAS and click on “Privilege Management”. When the MTF Privilege Management screen is returned, select the category of Internal Medicine from the Privilege Category drop-down list. When the list is displayed, you can change the support designation of those particular privilege items by changing from the “Not Supported” radio button to the “Supported” button, and then click <Save>.

*FAQ:* I received a privilege application from a provider who is PCSing from another facility. This provider has some specialized skills that will allow us to perform some procedures that we have not supported in the past. If I changed individual privilege items from Not Supported to Supported, will the change be reflected on the privilege application that he has already submitted?

*Answer:* When the provider’s PCS privilege application is routed for review at the gaining facility, instead of “Not Supported” showing next to the privilege, the system will enable a pick list for the Level 1 reviewer to be able to enter the correct delineation.