

7 Processing Applications for Interfacility Credentials Transfer Briefs (ICTBs)

Military providers who perform temporary duty (requiring an inter-facility credentials transfer brief [ICTB]) at another location (otherwise known as the gaining facility), may be required to complete a new application for clinical privileges to render patient care at the ICTB location. CCQAS 2.8 supports this process by automatically generating a new electronic privilege application when an ICTB transaction is initiated by the CC/MSSP/CM at the sending facility or unit (otherwise known as the parent facility). The process of generating and processing an ICTB application is described in the following sections.

7.1 Requesting an ICTB at the Gaining Facility or Unit

Through its Credentialing Module, CCQAS 2.8 allows the CC/MSSP/CM at the gaining facility or unit to request an ICTB transaction for a specific provider. To locate the provider's credentials record, select "Provider Search" from the Credentialing drop-down menu. Enter the last name of the provider, select the **Provider Locator** radio button, and click <Search>. If the provider name and other attributes indicate that this is the provider you are searching, click "Request ICTB" from the hidden menu of actions on the Provider Locator tab (Exhibit 7.1-1).

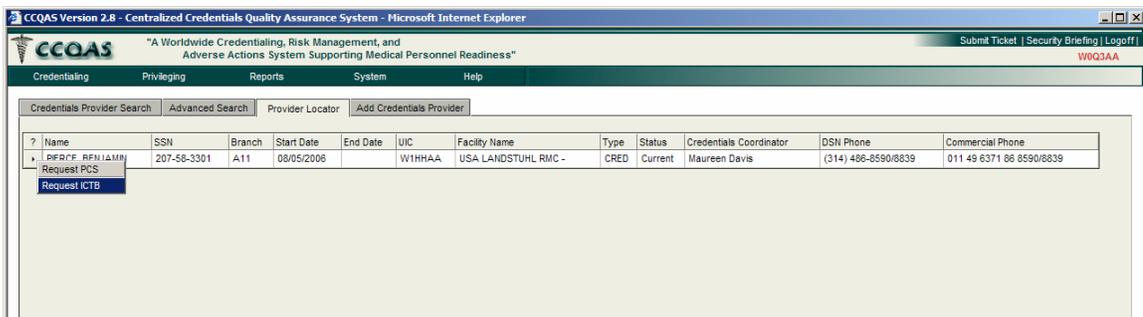


Exhibit 7.1-1. Request ICTB Menu Item on the Provider Locator Tab

The CC/MSSP/CM must enter the **ICTB Begin Date** and **ICTB End Date**, and click <Send>. A message will be returned indicating that the request was sent (Exhibit 7.1-2).

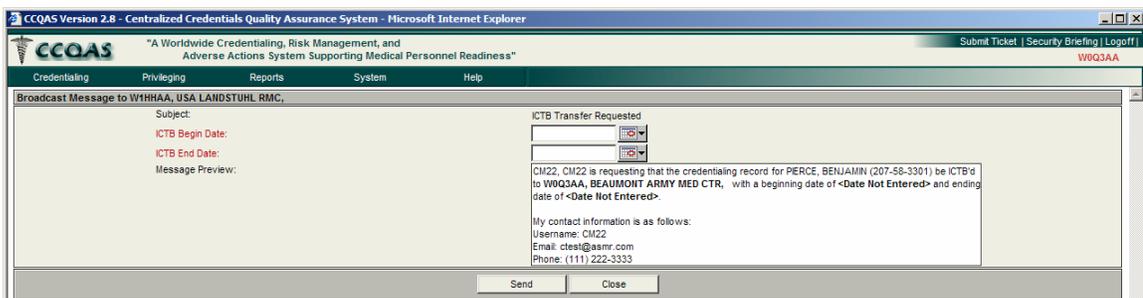


Exhibit 7.1-2. Request ICTB Screen

The CC/MSSP/CM at the sending facility or unit will receive the request through the Broadcast Messages function within the application. The next time the CC/MSSP/CM at the sending location logs into CCQAS, he/she will be alerted to a new incoming broadcast message for the unit (Exhibit 7.1-3).

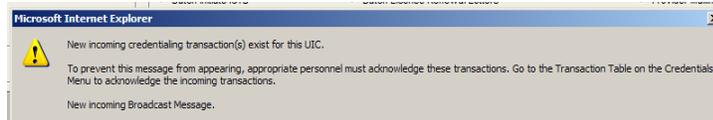


Exhibit 7.1-3. New Incoming Broadcast Message Alert

To view incoming messages, select “Broadcast Messages” from the System drop-down menu (Exhibit 7.1-4).

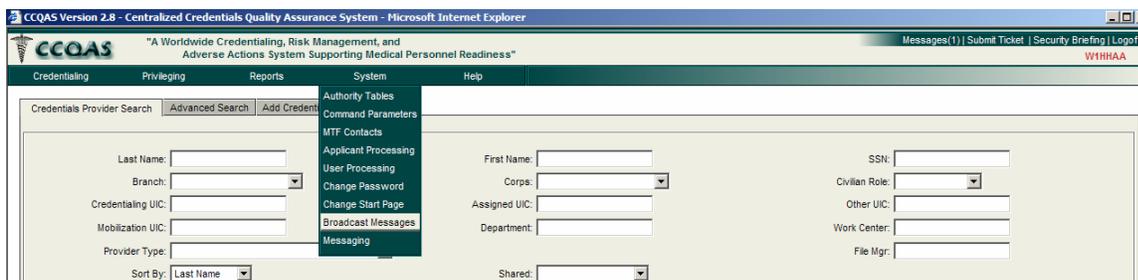


Exhibit 7.1-4. Broadcast Messages Menu Item

The Broadcast Message for an ICTB includes the name of the requested provider, the dates for the ICTB duty, and point-of-contact information for the gaining facility or unit (Exhibit 7.1-5).

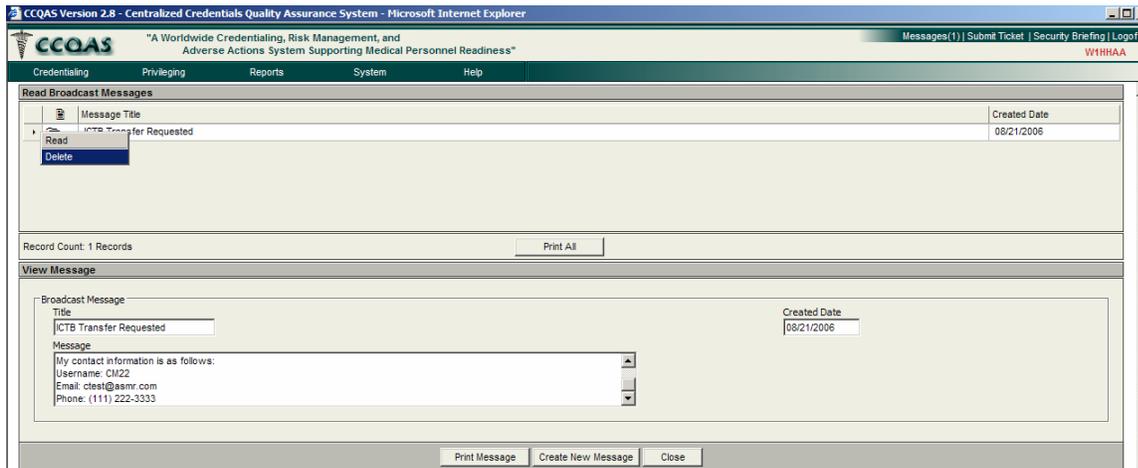


Exhibit 7.1-5. Broadcast Message Menu Item

Once read, the message may be closed by clicking <Close> or printed by clicking <Print Message>. To delete the message, select “Delete” from the hidden menu of actions for the message. In all instances, it is the responsibility of the sending facility or unit to initiate the ICTB transaction. The gaining unit can only request the ICTB transaction but cannot initiate it. (The <Create New Message> button enables the CC/MSSP/CM to

write a message for broadcasting to other CCs/MSSPs/CMs. The message is not limited to any one particular topic. The “Broadcast Message” functionality, therefore, can be viewed as an email functionality within the CCQAS system only.)

7.2 Initiating the ICTB at the Sending (Parent) Facility or Unit

The CC/MSSP/CM at the sending facility or unit initiates the ICTB transaction, regardless of whether or not the gaining facility or unit submits a Broadcast Message requesting the ICTB. An ICTB transaction is initiated through the Credentialing module as it has been done in previous versions of the CCQAS application. To initiate an ICTB transaction, select Provider Search from the Credentialing drop-down menu. Enter the last name of the provider, select the **Search** radio button, and click <Search>.

On the “Search Results” tab, click “Initiate ICTB” from the hidden menu of actions for the provider’s record. The CC/MSSP/CM then enters the appropriate information for the ICTB transaction and submits the ICTB transaction (see Exhibit 7.2-1).

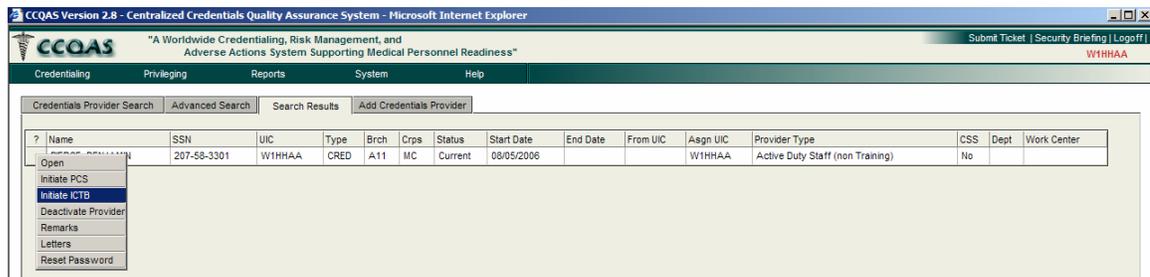


Exhibit 7.2-1. Initiate ICTB Menu Item

After an ICTB transaction has been initiated, the system will automatically send an email notification to the provider and an active task will be placed in the provider’s work list with “Task = *Complete Application*” and “App Type = *Transfer (ICTB)*” (Exhibit 7.2-2).

If the ICTB application is the first e-application the provider will complete in CCQAS and he does not yet have a user account (userid and password) when the ICTB transaction is generated, *the system will also automatically generate it and it will be emailed to the provider.* In this case especially, it is important to enter an accurate email address and phone number in the appropriate fields of the “Initiate ICTB” screen:

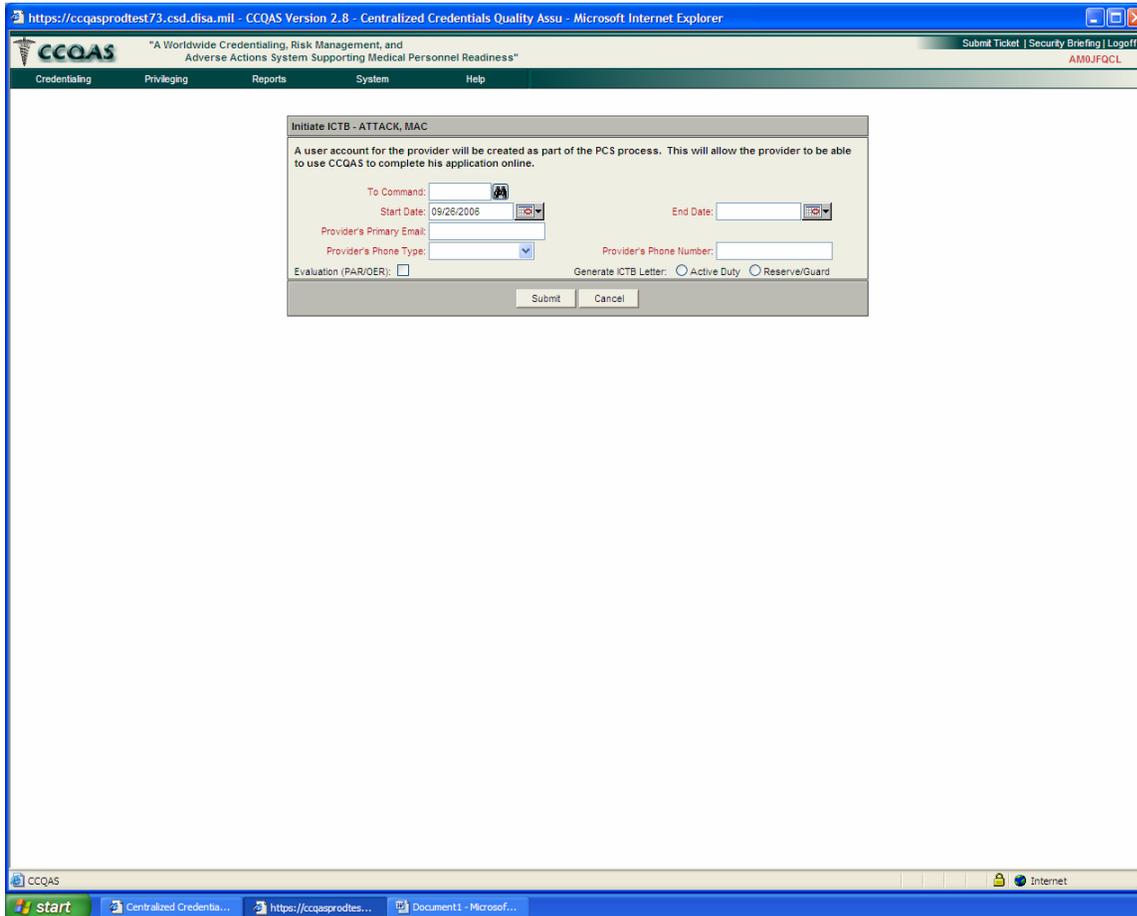


Exhibit 7.2-2. “Initiate ICTB” Screen Showing the Required Email Address Field

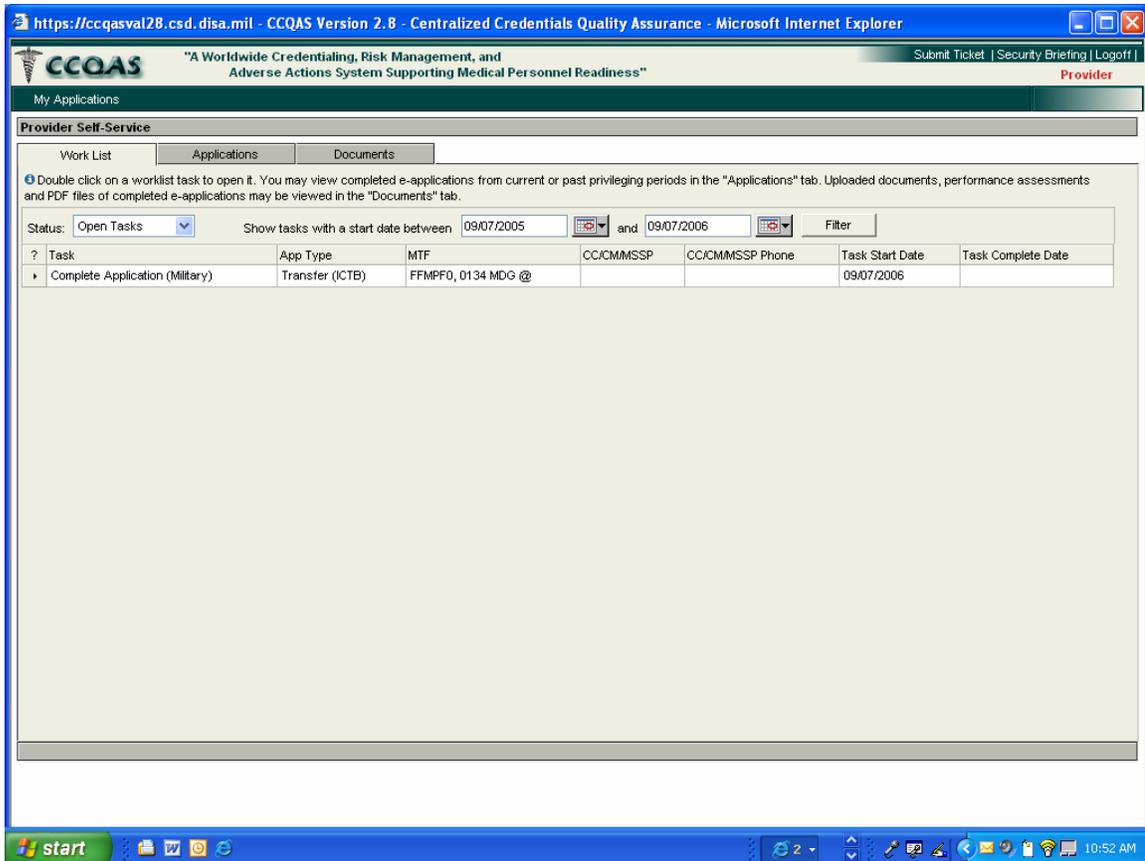


Exhibit 7.2-3. Provider Work List Item – Complete Transfer (ICTB)

The provider may then open, complete, and submit the Transfer Application according to the instructions provided. The following are important features of the Transfer (ICTB) Application:

- 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 granted by the provider’s current privileging unit or facility during the most recent privileging action. However, the provider will be able to edit the delineations to coincide with his current competencies and (updated) credentials pertinent to this ICTB privilege application
- The provider may not edit existing credentials information that has been previously primary source verified (PSVd), except to update expiration or renewal dates for state and national licenses, certifications or registrations.
- The provider may not add new credentials to an ICTB Transfer Application except new credentials associated with the Licensure/Certification/Registration section of the application. The provider may, however, scan and upload 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 Transfer 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

The Transfer (ICTB) e-mail notification will be sent to the provider only once, but the work list item to complete the ICTB Transfer Application will remain active, either until 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 at the ICTB location returns the application to the provider with instructions to modify it.

7.3 Processing an ICTB Transfer Application for Clinical Privileges

When the CC/MSSP/CM at the parent facility initiates the ICTB transaction, besides an email notification to the provider, the system adds the provider’s pending application to the *gaining* CC/MSSP/CM’s “Pending Applications” tab list (Exhibit 7.3-1). With the listing on this tab, the CC/MSSP/CM at the gaining facility can have visibility to the number of days providers take to accomplish their privilege application after the system generates the task.

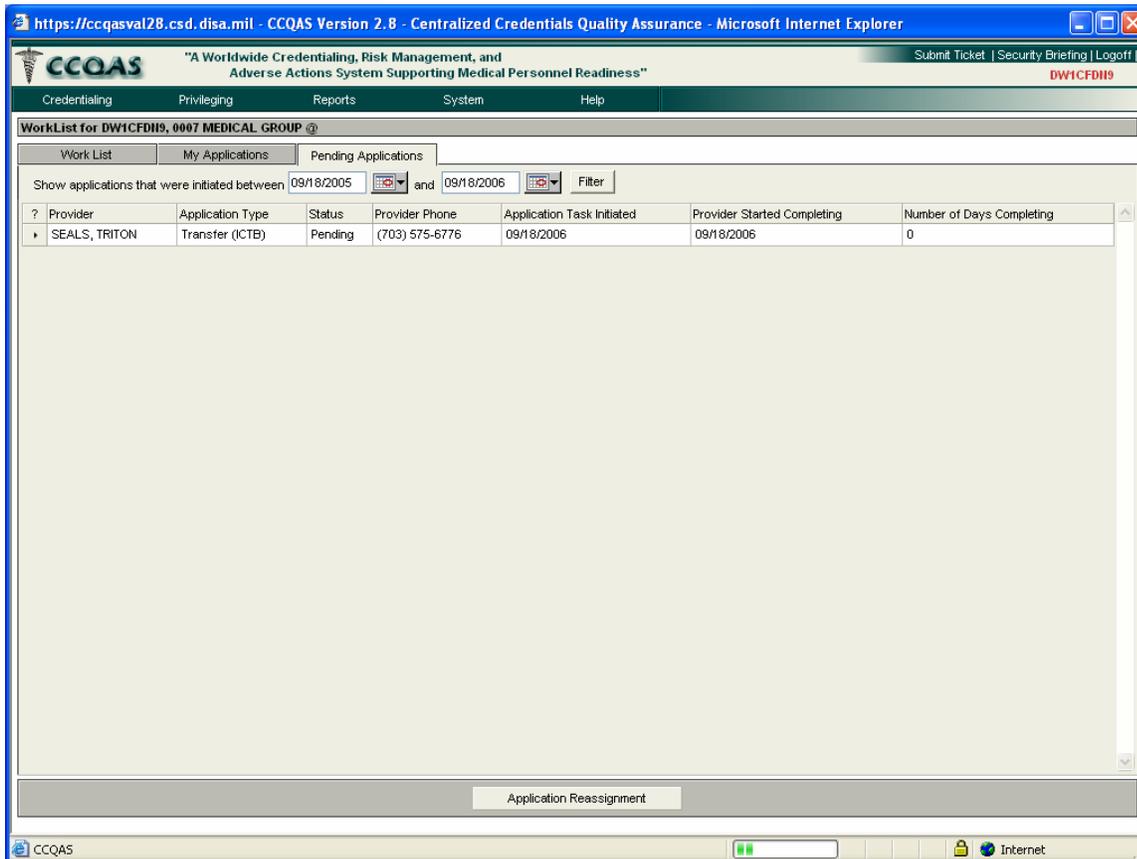


Exhibit 7.3-1. CC/MSSP/CM’s “Pending Applications” Tab - ICTB

Once e-signed and submitted, the provider’s Transfer (ICTB) application will disappear from the “Pending Applications” listing for the gaining facility CC/MSSP/CM who will then receive a new email notification of a task pending in CCQAS. A new work list item with “App Type = *Transfer (ICTB)*” will be added to his or her work list (Exhibit 7.3-2).

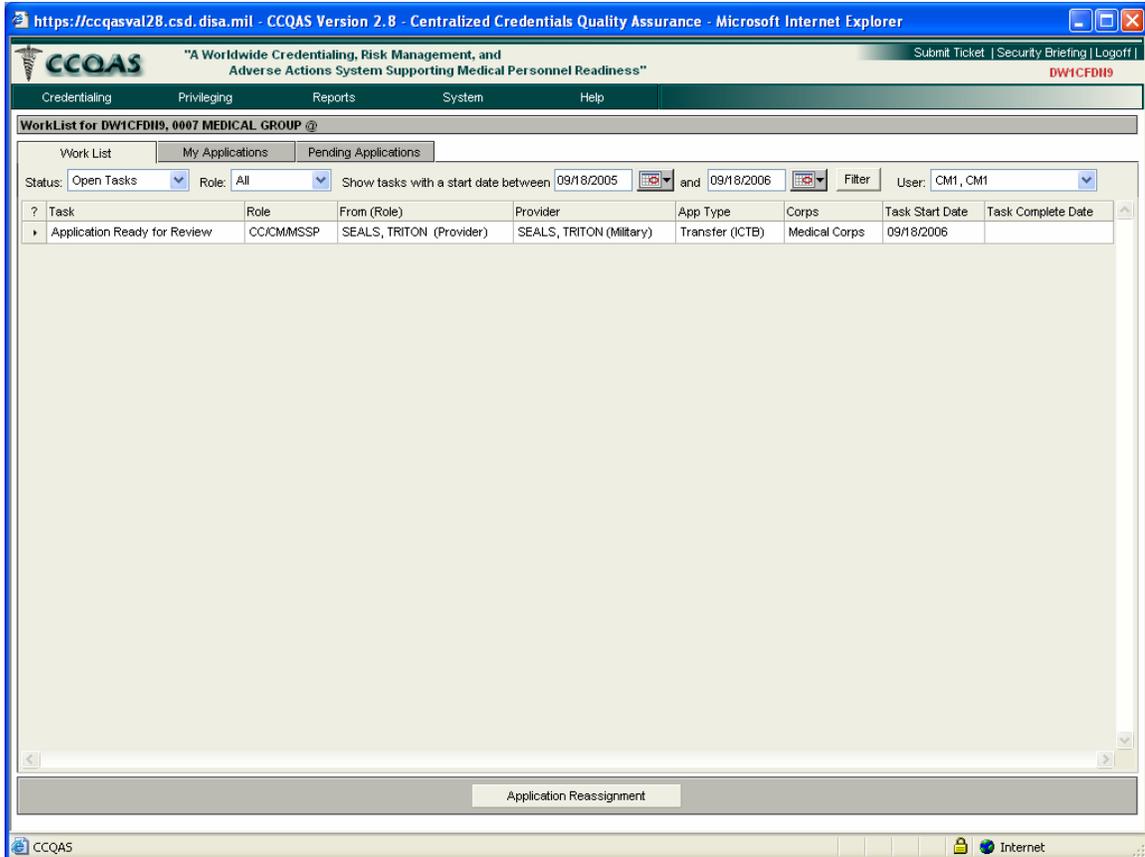


Exhibit 7.3-2. CC/MSSP/CM Work List Item – Transfer (ICTB) Application

From this point, the PSV and review processes are similar to those for the original application, with a few important exceptions:

- All provider licenses, certifications, and registrations, as well as those credentials that need to be verified but were not previously verified, must undergo the PSV process. Professional education and other static credentials which generally are not updated over time do not have to undergo PSV if they have already been PSVd in CCQAS.
- A new NPDB query is required

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.

These requirements must be met prior to routing the ICTB Transfer Application for review and approval at the ICTB facility or unit.

Once approved, the system will import the new privileges into the Privileges section of the provider’s ICTB record. The system will automatically calculate new **Privilege Expiration** and **Staff Appointment Expiration** dates for the provider, based upon a the end date for the ICTB duty. These dates, however, may be changed by the CC/MSSP/CM in the Privileges section of the provider’s ICTB 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 in the Assignments section (formerly the “MTF Assignments” tab) of the ICTB record.

7.4 The Performance Assessment Report (PAR) for ICTB Duty

CCQAS will automatically initiate the Performance Assessment Report (PAR) process for any ICTB duty that is greater than three days in duration. When the ICTB duty ends, a new work list item for the CC/MSSP/CM at the ICTB unit is created with “Task = Setup PAR” (Exhibit 7.4-1).

Task	Role	From (Role)	Provider	App Type	Corps	Task Start Date	Task Complete Date
Setup PAR	CC/CMSSP	N/A	NP, Coffee (Civilian)	Transfer (ICTB)		08/12/2006	
Open	CC/CMSSP	N/A	MUSKATEERS, THREE (Military)	Transfer (ICTB)	Medical Corps	08/12/2006	
Privileging Acknowledgment Received	CC/CMSSP	GUMBO, SHRIMP (Provider)	GUMBO, SHRIMP (Military)	1st E-App	Medical Service Corps	08/11/2006	
Setup PAR	CC/CMSSP	N/A	RIPPLE, FUDGE (Military)	1st E-App	Medical Corps	08/10/2006	
Setup PAR	CC/CMSSP	N/A	RIPPLE, FUDGE (Military)	1st E-App	Medical Corps	08/10/2006	
Setup PAR	CC/CMSSP	N/A	RIPPLE, FUDGE (Military)	1st E-App	Medical Corps	08/10/2006	

Exhibit 7.4-1. CC/MSSP/CM Work List Item – Setup PAR

The ICTB PAR should reflect the provider’s performance while on ICTB duty. The PAR Evaluator should complete a PAR, with an optional review by one or more PAR Reviewers, as soon as is reasonably possible following the end of the ICTB duty. The PAR process is discussed in detail in Section 10.

Although the exception rather than the rule, the PAR may be cancelled by the CC/MSSP/CM due to certain conditions (e.g., a provider coming back from a remote deployment where no PAR evaluators were on hand). Mechanisms are in place for the system to allow the application to move forward when a scenario such as this occurs. Also, the CC/MSSP/CM who received the “Setup PAR” work list item may replace the electronic PAR process in CCQAS with a paper-based PAR process (“Offline PAR”) that occurs outside the CCQAS application. This process is discussed in greater detail in Section 10.

7.5 The ICTB Process for Navy Facilities

Unlike the Army and Air Force, the Navy has adopted core privileging which allows Navy providers, under most circumstances, to render patient care at the ICTB location without undergoing the ICTB application process described in the sections above.

Core privileging allows Navy providers with approved privileges at one facility to exercise those same privileges at other Navy facilities. Instead of an ICTB application for privileges, Navy providers use their “Appendix Q - Request to Exercise Clinical Privileges” which is exactly that – a letter requesting to exercise at the gaining facility the privileges they hold at the parent facility. If a provider requests privileges that were not supported at his parent facility, and therefore, are not covered by the Appendix Q, he must complete an application for modification of his parent facility-granted privileges. For now, the entire Appendix Q process has to be accomplished on paper outside the CCQAS system. As we go to publication of this manual, a change request is being written and will be submitted to cover the Navy’s Appendix Q process within CCQAS.

Note: Navy providers who perform ICTB duty at Army or Air Force facilities will still need to submit completed ICTB applications, since their Navy core privileges will not “transfer” to Army or Air Force locations.

7.6 Frequently Asked Questions (FAQ)

FAQ: One of my providers is deploying to a classified location which is not supported by CCQAS. When I initiated the ICTB, he received a work list task to complete his ICTB application. What should I instruct him to do with this task?

Answer: Instruct the provider to ignore the task on his CCQAS work list. He does not have to open the task and complete that application. After 90 days, the task will be closed and disappear from his “open” work list. The paperwork for the ICTB should be handled outside CCQAS and should follow current Service policy.

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