

## CCQAS guidelines

### CCQAS 2.8 — Online Application Process (Reviewer Guidelines)

\* **Note:** To maintain all CCQAS 2.8 information, including password updates, you should create a personal folder in Outlook labeled **CCQAS 2.8**. As you receive any automatically generated e-mails from CCQAS or related to CCQAS, transfer to the folder.

<https://ccqas.csd.disa.mil/>

1. Click **Logon (you may logon with or without CAC)**
2. **Username:** ALLCAPS (Hold shift key to enter Username, not CAPS Lock)
3. **Password:** Enter password provided (Hold shift key for Caps)  
\* **You may be asked to choose a new password and re-login.**
4. **Work List tab:** Under Task, you should see: "**Application Ready for Review**"  
Click the arrow and "open"
5. **Privileges:** You will automatically be directed to the "Privileges" tab of the E-application (E-App).
6. **Before making a recommendation, you need to review the entire E-App.**  
(These are only guidelines. You may review the application in any order, but do not click a "Recommend" tab until you have reviewed every section of the E-App)
7. Begin by clicking on the "**Provider Summary**" tab at the top of the screen.
8. **Provider Summary tab:**
  - a. click "**View Credentials**" in the lower left
  - b. You will be able to view a synopsis of the provider's credentials.
  - c. The licensing and Education sections should say "**verified**"
  - d. Under **Practice History** and **Health Status**, there should be comments for any "Yes".
  - e. **NPDB** section should indicate if there is any adverse information on file. The NPDB/HIPDB document may be viewed under the "**Documents**" tab.
  - f. **Remember do not click a "Recommend" tab unless you have reviewed every section of the E-App.**
  - g. Click on the "**Position**" tab at the top.
9. **Position tab:**
  - a. Some information will have been updated by the MSSP upon the Provider's arrival.
  - b. Click on the "**Documents**" tab
10. **Documents tab:**
  - a. You may view the Provider's documents by clicking the arrow and "Download"
  - b. Click on the "Comments" tab
11. **Comments tab:**
  - a. Review any comments that have been added by the provider, MSSP, and other Reviewers.
  - b. You may add comments now or wait until you have reviewed the Privilege section.
  - c. Click on the "**Privileges**" tab
12. **Privileges tab:**
  - a. Verify that the privileges being applied for match the provider's specialty.
  - b. The privileges listed in the upper half are core privileges. These will almost always be marked "Yes" under provider unless there is a facility limitation or the provider cannot perform a particular privilege.
  - c. Under supplemental privileges, the provider will indicate "yes" or "no"
  - d. **Level 1 Reviewer (usually SMO or SDO)**  
✓ if provider indicates "Yes" on any privilege, review 5575 under documents tab.

## CCQAS guidelines

- ✓ If there is no indication on the 5575 or if the privilege being requested is facility limited, indicate this in the comments section and you may **return w/o action**.

### 13. RECOMMENDATION:

- a. After you have reviewed the entire E-App, and if you do not see anything that needs clarification or modification, click "**Recommend**".
- b. If changes need to be made, or if you have any questions about the E-App, click "**Recommend w/ Modification**" and the E-App will be returned to the MSSP.
- c. Please do not use the "**Not Recommended**" tab; this indicates adverse action. If you are inclined to not recommend, the discussion should be outside CCQAS.
- d. When you click on the Recommendation tab, you should be prompted to *enter a comment*.
- e. The application will then leave your Open Task list and be displayed under your Completed i.

Task list. You can not open a Completed task.