

Recredential Workflow

The Expiring Appointment verification is created by the system when the Appointment End Date falls within the time range of the Facility reappointment days.

User prints and sends letter, Application, Privilege request form, etc. to the provider.

Provider returns packet.

User Runs the Initiate Recredentialing process:

a) Manual from the Provider Verification tab or Action Items detail tab for the Appointment letter or via the Initiate Recred button on the Provider tool bar.

- Options: Check for missing will check all data screens specified by the verifications rules to see if verifications exist for the specified records. If not, a list is created of the missing verifications that the user can accept to be added.
- Rollover Privileges: Opens the Privilege report printing window. The user can view the existing privilege report and can add privileges if desired.

b) Action Item Batch process from the action items screen:

- Options: Check for missing will check all data screens specified by the verification rules to see if verifications exist for the specified records. If not, the missing verifications ones are created.
- If Automatic Using Defaults is selected, this is done without the user needing to accept the missing verifications.
- Rollover Privileges: If the Automatic Using Defaults is selected, requested privileges are copied from the existing granted privileges. Otherwise the Privilege Report printing window is opened. The user can view the existing privileges and can add privileges if desired.

The Appointment process continues as for an Initial Appointment

- Checklist items are completed by the user.
- Primary Source Verifications checked.
- When all verifications are completed, the user can Send to Committee in action items..

When the Appointment has been approved, the user can completed the Return from Committee function in Action Items, or manually complete the Appointment and Committee dates and update the Privileges.

Return from Committee options:

Individual: User Completes the Appointment and Committee dates manually.

Batch: The user enters the return from committee and Appointment dates which will be updated for all selected provider records.

Approval letters: the user can select to create an Approval letter Action Item, which can then be printed.

Update requested Privileges: Will open the Update Privileges window where the user can complete the privileges.