## Initiate Recredentialing

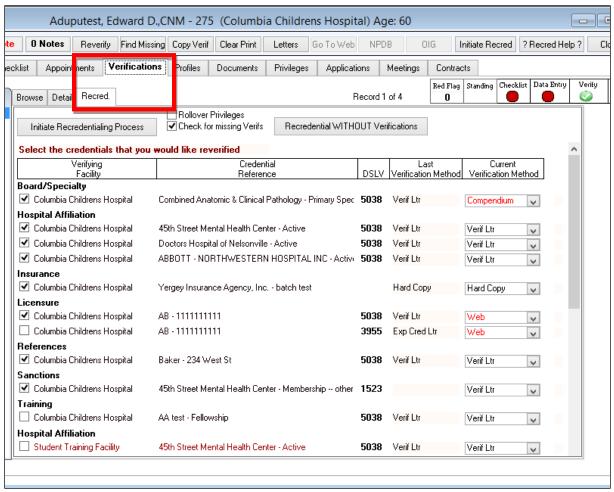
The Expiring Appointment verification is created by the system when the Appointment End Data falls within the time range of the Facility reappointment days.

Note: the Initiate Recred button and the verification Recred tab are only enabled if the Expiring Appointment verification exists.

User processes letter, Application, Privilege request form, etc. to the provider. Provider returns packet.

## User Runs the Initiate Recredentialing process:

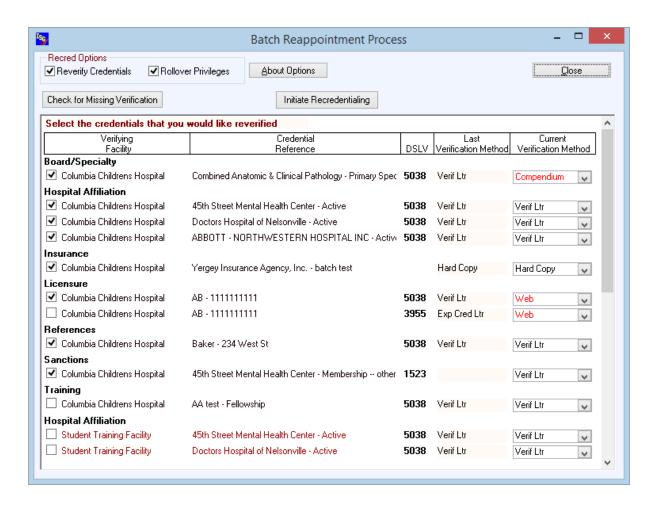
- A) Manual from the Provider Verification tab/Recred tab or Action Items detail tab for the Appointment letter or via the *Initiate Recred* button on the Provider tool bar.
- Options: *Check for missing Verifs* will check all data screens specified by the verifications rules to see if verifications 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.
- Recred Without Verifications: In an environment where verification records are shared between Appointment Facilities, an Appointment can be run without recreating verifications.

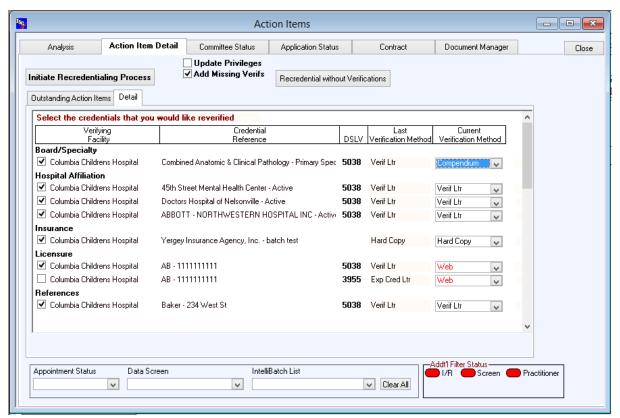


Verification tab



**Initiate Recred Button** 





**Action Items Detail** 

- 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.