# Issues

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| # | Description | Assigned To | Status |
| 1 | The list of previously entered provider profile credentials will grow over time (especially as revalidations occur) and the list may become cumbersome for the user. This can be addressed in later releases because revalidations only occur every two to five years. |  | Closed |
| 2 | Do any credentials require "re-entry" during revalidation like is required with assurance statements? No. |  | Closed |
| 3 | The user enters all facility locations, adds services, and adds secondary services, and then enters credentials. If the user does not have the credentials, they need to go back and delete the service (navigate to the facility location(s), find the service, then delete the service(s)). Should the system inform the user of the required credentials as they select services? No, it is not required in the first release. |  | Closed |

# Description

This use case describes a user managing the credentials of a provider profile for an organization.

The credentials referred to in this use case are from the following worksheets in the "ServiceHierarchy.xls" workbook:

1. Healthcare Credentials
2. Bonds and Insurance
3. Waivered Credentials

# Primary actor(s)

1. User

# Main flow: Add credential

## Precondition(s)

1. User has completed entered all facility location services and secondary services of an organization provider profile

## Steps

1. User invokes option to manage credentials of the provider profile (referred to as provider credentials)
2. System displays a list of previously entered provider credentials
3. User invokes option to add a provider credential
4. System displays a list of all credentials associated with the active/future active provider services of the provider profile – see ServiceHierarcy.xls
5. User selects a credential
6. System displays the appropriate data fields, links, data lists, etc. based upon the selected credential – see ServiceHierarcy.xls
7. User enters information, selects values, uploads files, etc.
8. System validates the provider credential - see ServiceHierarcy.xls and use case rules 117, 118, 120, 121, 124
9. User repeats steps 3 – 8 for each facility credential
10. User finishes entering facility credentials
11. System ensures all required provider credentials are present and comply with state and effective date rules – see ServiceHierarchy.xls and use case rules 119, 125, 126, 157, 142, 140, 141
12. Use case ends

## Alternate flow: Update credential not "in MMIS"

When a provider profile credential is not in MMIS, all information is editable.

## Alternate flow: Update credential "in MMIS"

When a provider profile credential is in MMIS, only the end date and through date are editable.

## Alternate flow: Delete credential not "in MMIS"

This flow begins after step 2 of the main flow.

1. User selects a provider credential and invokes delete option
2. System performs the following:
   1. Verifies the provider credential is eligible to be deleted – see rule 158
   2. Deletes the provider credential
3. Continue with step 9 of the main flow

# Change control

| Version | Date Revised | Revised By | Revisions |
| --- | --- | --- | --- |
| 1 | 4/28/2015 | David M | Initial draft |