# Issues

|  |  |  |  |
| --- | --- | --- | --- |
| # | Description | Assigned To | Status |
|  | Rules   * Begin date after 1/1/1900 * End date on or after begin date * David add rules for service effective date vs license issue date (and don't forget Nurse Licensure Compact) |  |  |
|  | Angie to replace blanks with n/a |  |  |
|  | David add facility location to the credential object (for "f") |  |  |
|  | PharmD Award Date   * David add PharmD Award Date to BOM – what level? Assume credential level since it is only applicable to one credential? * Is it clear when PharmD Award |  |  |
|  | David add service to credential object (for "s") |  |  |

# Description

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

# Primary actor(s)

1. User

# Main flow: Add credential

## Precondition(s)

## Steps

1. User invokes option to manage credentials of the provider profile (referred to as provider profile credentials)
2. System displays a list of previously entered provider profile credentials
3. User invokes option to add a provider profile credential
4. System displays a list of allowed credentials based upon the services and add-on services selected for all facility locations of the provider profile
   1. To determine the credentials allowed for services, see "Default Credentials" column of the "Service Type Selection" worksheet of the "ServiceHeirarcy.xls" workbook
   2. To determine the credentials allowed for an add-on services, see "Credential" column of the "Service Requirements and Add On" worksheet of the "ServiceHeirarcy.xls" workbook
5. User selects a credential
6. System displays the appropriate data fields, links, lists, etc. for the provider profile credential as indicated by the "Credential" worksheet of the "ServiceHeirarcy.xls" workbook
7. User enters information, selects values, uploads files, etc.
8. System validates the provider profile credential based upon the rules on the "Credential" worksheet of the "ServiceHeirarcy.xls" workbook
9. User repeats steps 3 – 8 for each facility location credential
10. System validates that the credential requirements of all services have been met – see "Credential" worksheet of the "ServiceHeirarcy.xls" workbook
11. 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"

When a provider profile credential is not in MMIS, it can be deleted.

## Exception flow: Cannot delete credential "in MMIS"

When a provider profile credential is in MMIS, it cannot be deleted.

# Credential worksheet notes

This section contains notes on the "Credentials" worksheet of the "ServiceHeirarchy" workbook.

## Global column notes

* "r" indicates the attribute is required for the credential
* "o" indicates the attribute is optional for the credential
* "n/a" indicates the attribute is not applicable, meaning that credential is not allowed to possess the attribute
* "c" indicates that attribute is conditional (not always required, optional, or disallowed) – check the "Conditions" columns for the specific rules

## Column specific notes

### Credential

* Lists the exact name of the credential as it should appear in the application

### F/S

* "f" indicates that the credential must be provided for each facility location performing the service or services (if a facility location provider multiple services that require the credential, the credential is required once for the facility location)
* "s" indicates that the credential must be provided for each service (if a facility location provides multiple services that require the credential, the credential is required once for each service)
* "g" indicates the credential must be provided once for all services (and facility locations) that require the credential

For the purposes of the above definitions, if a facility location provides a service with two different NPI (so the service is selected twice) that is a single service.

### Number

* No column specific notes, all values covered by global column notes

### Issue Date

* No column specific notes, all values covered by global column notes

### Begin Date

* No column specific notes, all values covered by global column notes

### End Date

* No column specific notes, all values covered by global column notes

### Issued By

* Column indicates cardinality (r, o) and the valid choices
* "states" indicates that all states are valid choices – see "State.xls"
* Cell notes indicate the valid choices for "boards" and "schools"
* "mn" indicates Minnesota is the only valid choice
* "counties" indicates all Minnesota counties and tribes are valid choices – see "County\_Tribe.xls" where the "Type" column is one of ("Minnesota County", "Tribe")

### PDF

* If the column lists a form (such as DHS-4717), then the system shall display a link to the form which the user then downloads, prints, completes, scans, and uploads

### Upload

* Column indicates cardinality (r,o,c) and the number of uploads - "r x 2" indicates two uploads required

### Upload 1

* The field label for the first upload

### Upload 2

* The field label for the second upload

### Conditions

* Types of rules in this column:
  + Credential cardinality rules indicate when the credential is required, such as if facility is in MN or one of a group is required
  + Attribute cardinality rules elaborate the conditional column logic

# Change control

| Version | Date Revised | Revised By | Revisions |
| --- | --- | --- | --- |
| 1 |  |  | Initial draft |