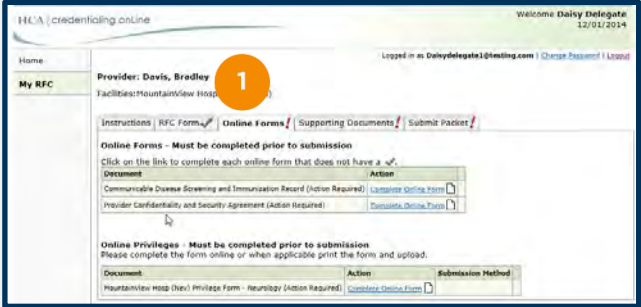

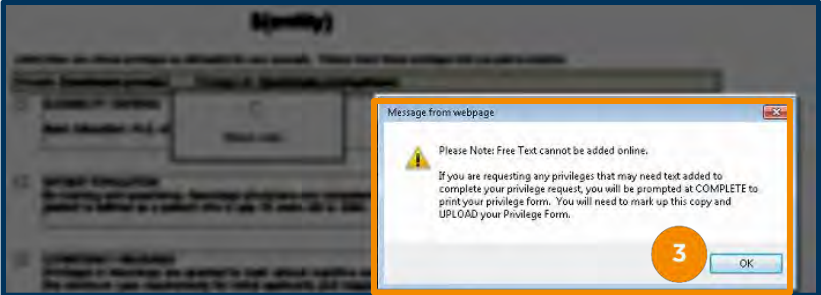
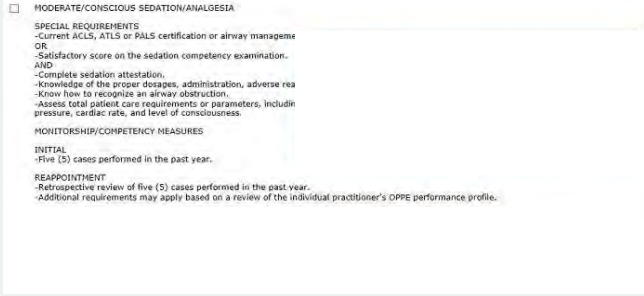
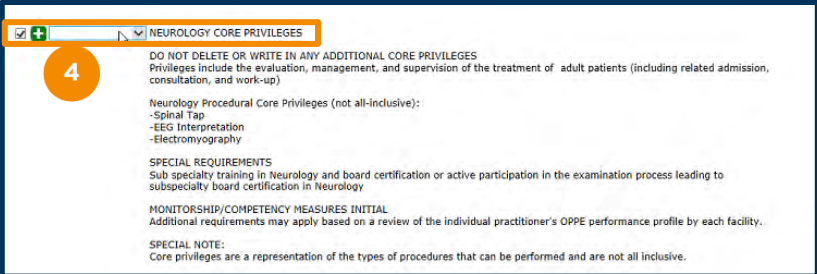
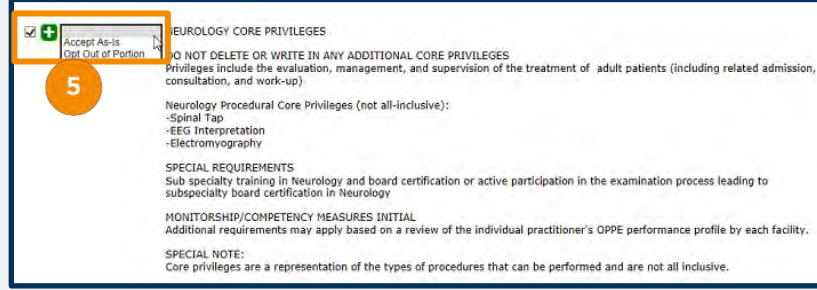


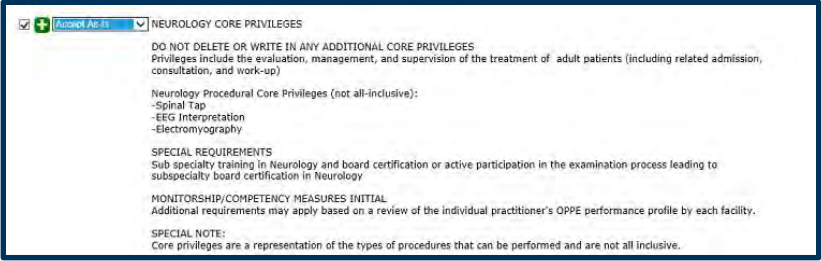
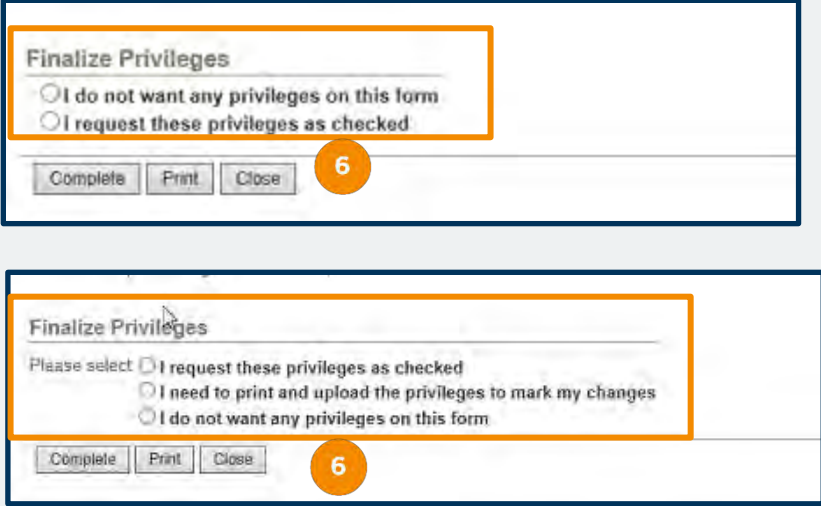
The purpose of this job aid is to provide step by step instructions for utilizing the new online privilege functionality within HCO.

PROCESS:	DETAILS:	SCREEN SHOT:
<p>1. Select <b>Online Forms</b> tab.</p>	<p>This allows completion of online forms and online privileges.</p>	
<p>2. Select <b>Complete Online Form</b>.</p>	<p>This selection is made under the <b>Online Privileges</b> section. You can now enter privileges online.</p>	
<p>3. Click <b>Ok</b>.</p>	<p>The note reads: <b>Please Note: Free Text cannot be added online. If you are requesting any privileges that may need text added to complete your privilege request, you will be prompted at COMPLETE to print your privilege form. You will need to mark up this copy and UPLOAD your Privilege Form.</b></p>	


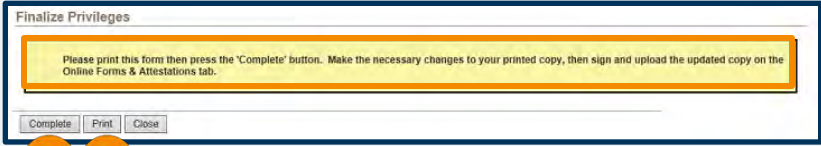

The purpose of this job aid is to provide step by step instructions for utilizing the new online privilege functionality within HCO.

PROCESS:	DETAILS:	SCREEN SHOT:
<p>This is an example of a <b>non-core privilege</b>.</p>	<p><b>Note:</b> If this is an R-RFC, existing privileges will be marked with a checkmark next to them as they were selected during the previous credentialing process.</p>	
<p>4. Select the appropriate privilege by placing a <input checked="" type="checkbox"/> checkmark. You will see a (+) appear.</p>	<p>This allows you to select privileges.</p>	
<p>5. Select the appropriate option: <b>Accept As-Is</b> or <b>Opt Out of Portion</b>.</p>	<p><b>Note:</b> These options are for <b>Core Privileges</b>. <b>Non-Core</b> will only be a check mark to select. Also, any <b>previous privileges (if RRFC)</b> will already have check marks.</p>	

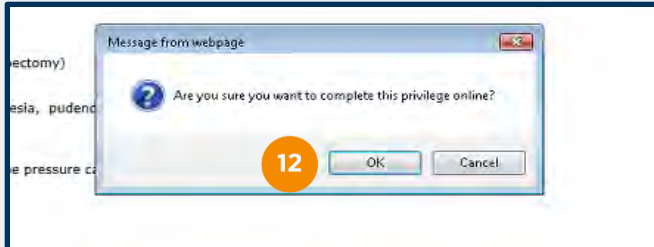


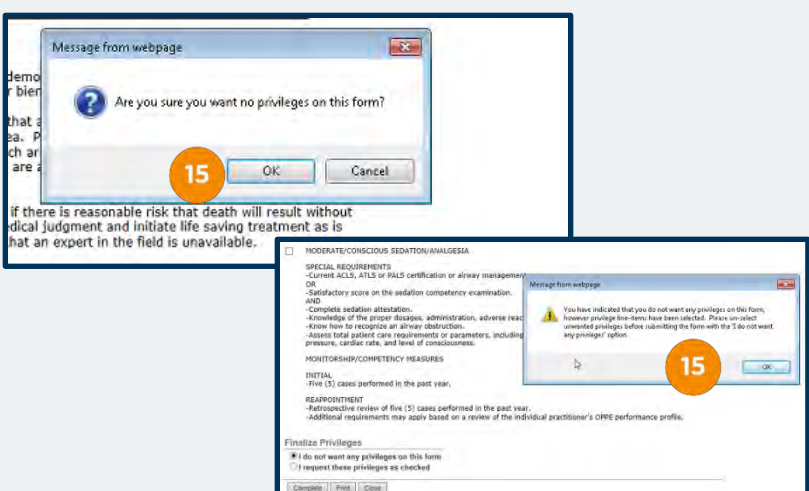
The purpose of this job aid is to provide step by step instructions for utilizing the new online privilege functionality within HCO.

PROCESS:	DETAILS:	SCREEN SHOT:
<p>If <b>Accept As-Is</b> is selected, you will see it in the box.</p>	<p>This allows acceptance of privileges as written.</p>	 <p>The screenshot shows a dropdown menu with 'Accept As-Is' selected. The main content area contains text about Neurology Core Privileges, including a warning not to delete or write additional privileges, a list of procedural core privileges (Spinal Tap, EEG Interpretation, Electromyography), special requirements for sub-specialty training, and a note that core privileges are a representation of procedure types.</p>
<p>6. Under <b>Finalize Privileges</b>, make the appropriate selection.</p> <ul style="list-style-type: none"> <li>• <b>Complete</b> – will submit the privilege form.</li> <li>• <b>Print</b> – print the privilege form for mark-up.</li> <li>• <b>Close</b> – close the online forms tab.</li> </ul>	<p>This option allows completion of privileges online:</p> <ul style="list-style-type: none"> <li>• <b>I request privileges as checked</b></li> <li>• <b>I do not want privileges on this form</b></li> </ul> <p><b>Note:</b> If you see three options, you may be required to provide additional written information based on the privileges selected, i.e. number of procedures performed.</p> <ul style="list-style-type: none"> <li>• <b>I request these privileges as checked</b></li> <li>• <b>I need to print and upload the privileges to mark my changes</b></li> <li>• <b>I do not want any privileges on this form</b></li> </ul>	 <p>The first screenshot shows two radio button options: 'I do not want any privileges on this form' and 'I request these privileges as checked'. The second screenshot shows three radio button options: 'I request these privileges as checked', 'I need to print and upload the privileges to mark my changes', and 'I do not want any privileges on this form'. Both screenshots include 'Complete', 'Print', and 'Close' buttons and a circled number '6'.</p>

The purpose of this job aid is to provide step by step instructions for utilizing the new online privilege functionality within HCO.


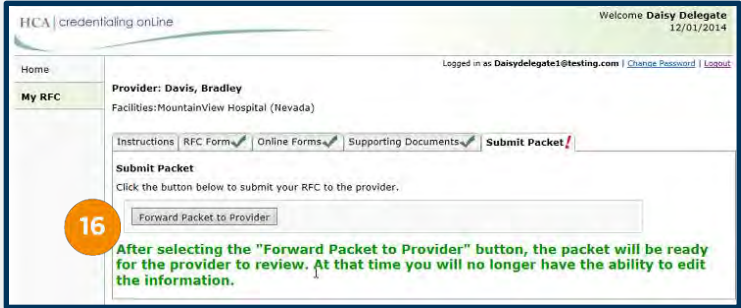
PROCESS:	DETAILS:	SCREEN SHOT:
<p>7. Select <b>Opt Out of Portion</b>.</p>	<p>Selecting this option indicates the privileges will not be requested.</p> <p><b>Note:</b> This is only for <b>CORE privileges</b> and some portion of the core is not wanted.</p>	
<p>8. Click <b>Print</b>.</p> <p>9. Click <b>Complete</b>.</p>	<p>When selecting <b>Opt Out of Portion</b>, the message reads: <b>Please print this form then press the "Complete" button. Make the necessary changes to your printed copy, then sign and upload the updated copy on the Online Forms &amp; Attestations tab.</b></p>	
<p>10. Select <b>I request these privileges as checked</b>.</p> <p>11. Click <b>Complete</b>.</p>	<p>This is a normal process sample of online privilege. You keep all privileges as marked on the privilege form.</p>	

The purpose of this job aid is to provide step by step instructions for utilizing the new online privilege functionality within HCO.

PROCESS:	DETAILS:	SCREEN SHOT:
12. Click <b>Ok</b> .	If you selected the <b>I request these privileges as checked</b> option, the message will read: <b>Are you sure you want to complete this privilege online?</b>	
13. Select <b>I do not want privileges on this form</b> .	If you do not want privileges on this form, select <b>I do not want privileges on this form</b> .	
14. Click <b>Complete</b> .		
15. Click <b>Ok</b> .	<p>If you selected the <b>I do not want any privileges on this form</b> option, the message will read: <b>Are you sure you want no privileges on this form?</b></p> <p><b>Note:</b> If you have selected privileges, you will receive the following message: <b>You have indicated you do not want any privileges on this form, however privilege line items have been selected. Please un-select unwanted privileges before submitting the form with the "I do not want any privileges option."</b></p>	



The purpose of this job aid is to provide step by step instructions for utilizing the new online privilege functionality within HCO.

PROCESS:	DETAILS:	SCREEN SHOT:
<p><b>Confirmation page Appears.</b></p>	<p>This shows <b>privileges</b> were completed online. If you click on one of the <b>Reopen</b> hyperlinks under <b>Online Privileges</b>, a printable version of the privilege will appear.</p>	
<p>Applicable to Delegate ONLY</p> <p>16. Click <b>Forward Packet to Provider.</b></p>	<p>This screen appears once a delegate has completed their portion and the packet is ready to be released to the provider.</p>	
<p><b>Confirmation page appears.</b></p>	<p>When the delegate is completing the packet, the delegate receives the following message: <b>Thank you! You have completed your portion of the packet. The packet has been submitted to the provider for review and formal submission.</b></p>	