



VRC Scheduler Work Flow

Updated 12/15/2017

Version 2.0

Presented by:

Medversant Product Management Team



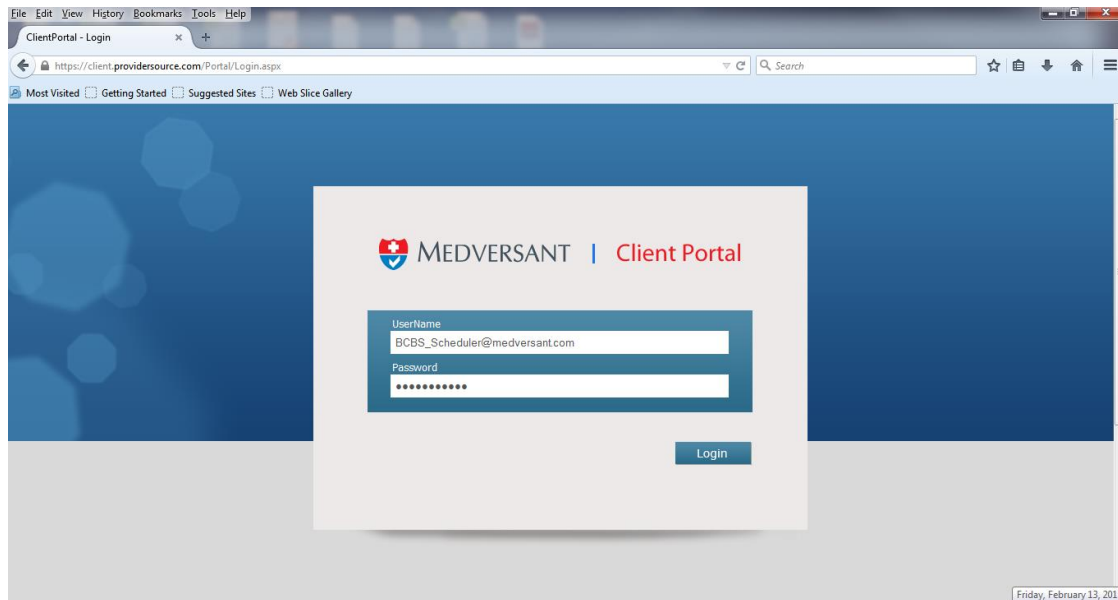
1.0 DOCUMENT REVISIONS

Version	Date	Author(s)	Section(s) Revised
1.0	4/16/2015	Medversant	Initial Draft
2.0	12/15/2017	Ross Felix	Added "Tabled" functionality
Additional Comments:			

2.0 STANDARD VRC SCHEDULER WORK FLOW

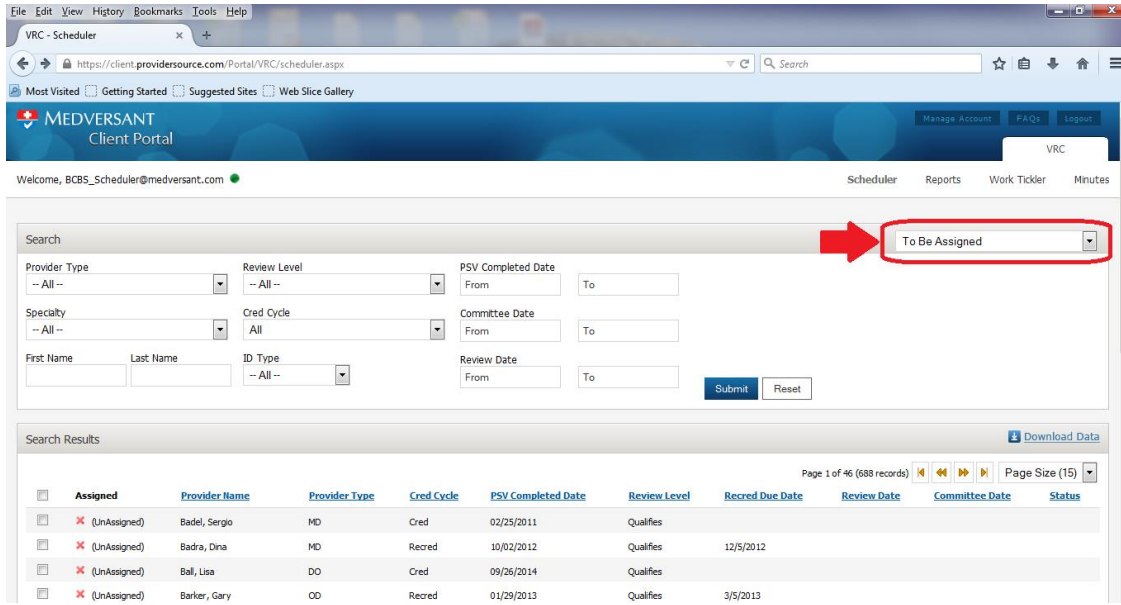
Step 1

To begin work flow, login using your username and password. The application is located at <https://client.providersource.com/portal>.



Step 2

After login, you land on the default Scheduler search window, to begin Scheduling, first ensure that "To Be Assigned" is selected in the drop down in the upper right hand corner of the "Search" pane as highlighted in red below.



Search

Provider Type: -- All -- | Review Level: -- All -- | PSV Completed Date: From To

Specialty: -- All -- | Cred Cycle: All | Committee Date: From To

First Name: | Last Name: | ID Type: -- All -- | Review Date: From To

Search Results

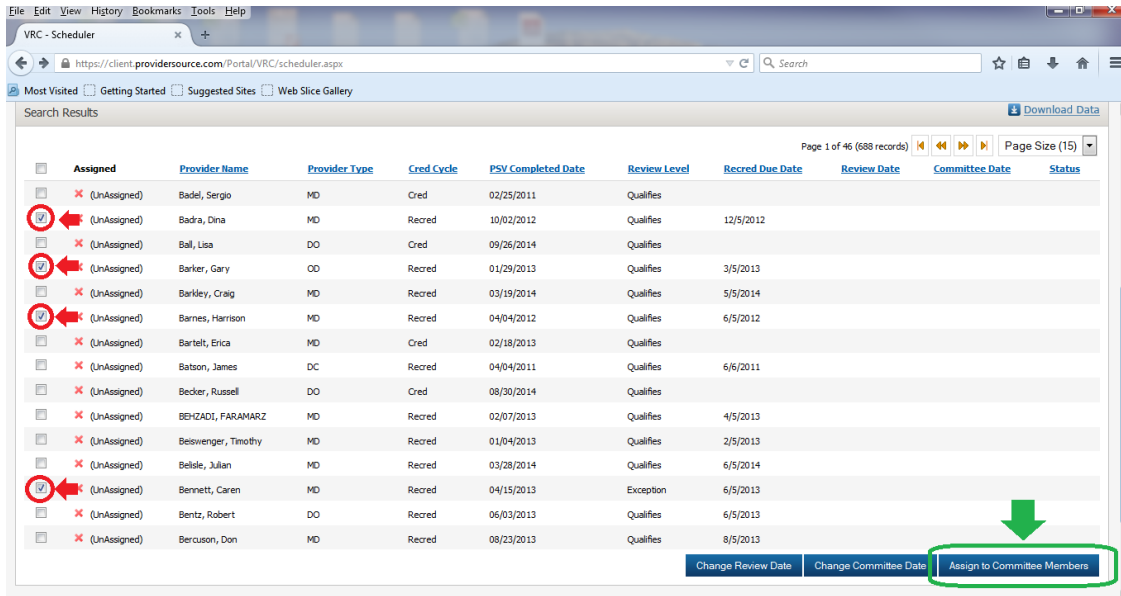
Download Data

Page 1 of 46 (688 records) | Page Size (15)

<input type="checkbox"/>	Assigned	Provider Name	Provider Type	Cred Cycle	PSV Completed Date	Review Level	Recred Due Date	Review Date	Committee Date	Status
<input type="checkbox"/>	(UnAssigned)	Badel, Sergio	MD	Cred	02/25/2011	Qualifies				
<input type="checkbox"/>	(UnAssigned)	Badra, Dina	MD	Recred	10/02/2012	Qualifies	12/5/2012			
<input type="checkbox"/>	(UnAssigned)	Bal, Lisa	DO	Cred	09/26/2014	Qualifies				
<input type="checkbox"/>	(UnAssigned)	Barker, Gary	OD	Recred	01/29/2013	Qualifies	3/5/2013			

Step 3

Select providers to be assigned by checking the check box on the left side of the list associated to the provider desired (highlighted in red below), then click the button labeled "Assign to Committee Members" (highlighted in green below).



Search Results

Download Data

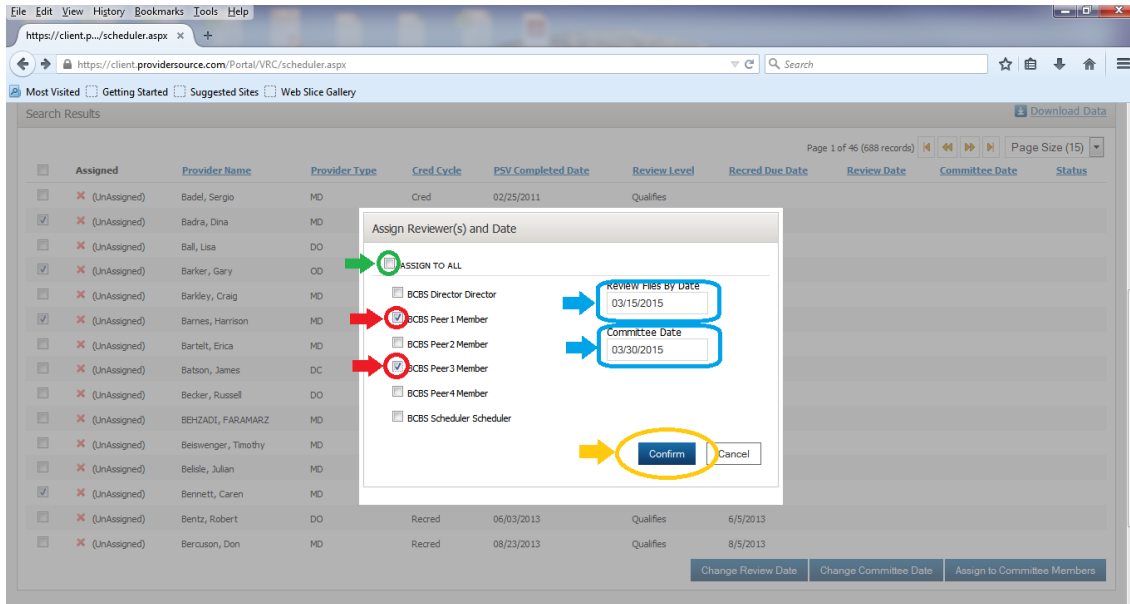
Page 1 of 46 (688 records) | Page Size (15)

<input type="checkbox"/>	Assigned	Provider Name	Provider Type	Cred Cycle	PSV Completed Date	Review Level	Recred Due Date	Review Date	Committee Date	Status
<input type="checkbox"/>	(UnAssigned)	Badel, Sergio	MD	Cred	02/25/2011	Qualifies				
<input checked="" type="checkbox"/>	(UnAssigned)	Badra, Dina	MD	Recred	10/02/2012	Qualifies	12/5/2012			
<input type="checkbox"/>	(UnAssigned)	Bal, Lisa	DO	Cred	09/26/2014	Qualifies				
<input checked="" type="checkbox"/>	(UnAssigned)	Barker, Gary	OD	Recred	01/29/2013	Qualifies	3/5/2013			
<input type="checkbox"/>	(UnAssigned)	Barkley, Craig	MD	Recred	03/19/2014	Qualifies	5/5/2014			
<input checked="" type="checkbox"/>	(UnAssigned)	Barnes, Harrison	MD	Recred	04/04/2012	Qualifies	6/5/2012			
<input type="checkbox"/>	(UnAssigned)	Bartelt, Erica	MD	Cred	02/18/2013	Qualifies				
<input type="checkbox"/>	(UnAssigned)	Batson, James	DC	Recred	04/04/2011	Qualifies	6/6/2011			
<input type="checkbox"/>	(UnAssigned)	Becker, Russell	DO	Cred	08/30/2014	Qualifies				
<input type="checkbox"/>	(UnAssigned)	BEHZADI, FARAMARZ	MD	Recred	02/07/2013	Qualifies	4/5/2013			
<input type="checkbox"/>	(UnAssigned)	Beowenger, Timothy	MD	Recred	01/04/2013	Qualifies	2/5/2013			
<input type="checkbox"/>	(UnAssigned)	Belsle, Julian	MD	Recred	03/28/2014	Qualifies	6/5/2014			
<input checked="" type="checkbox"/>	(UnAssigned)	Bennett, Caren	MD	Recred	04/15/2013	Exception	6/5/2013			
<input type="checkbox"/>	(UnAssigned)	Bentz, Robert	DO	Recred	06/03/2013	Qualifies	6/5/2013			
<input type="checkbox"/>	(UnAssigned)	Bercuson, Don	MD	Recred	08/23/2013	Qualifies	8/5/2013			

Change Review Date | Change Committee Date |

Step 4

Upon clicking the button, a pop up work pane will appear, select committee members by selecting the check box next "Assign to All" (highlighted in green) or select the check box next to the individual committee members to be assigned (highlighted in red). Next assign the "Review Date" and the "Committee Date" by typing in appropriate date (highlighted in blue). Once you are satisfied with data input, click the button labeled "Confirm" to assign the selected providers (highlighted in yellow).



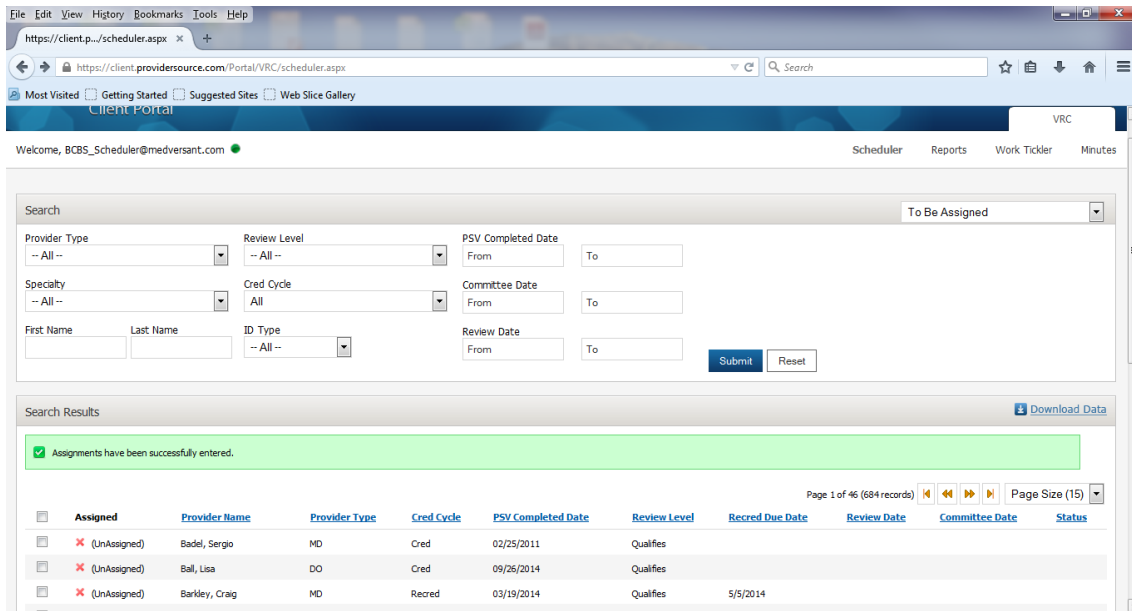
The screenshot shows a web browser window displaying a table of providers. A pop-up dialog titled "Assign Reviewer(s) and Date" is overlaid on the table. The dialog contains the following elements:

- A green circle highlights the "ASSIGN TO ALL" radio button.
- Red circles highlight the checkboxes for "BCBS Peer 1 Member" and "BCBS Peer 3 Member".
- Blue circles highlight the "REVIEW FILES BY DATE" input field (containing "03/15/2015") and the "COMMITTEE DATE" input field (containing "03/30/2015").
- A yellow circle highlights the "Confirm" button.

The background table has the following columns: Assigned, Provider Name, Provider Type, Cred Cycle, PSY Completed Date, Review Level, Recred Due Date, Review Date, Committee Date, and Status. The table lists various providers with their respective details.

Step 5

Upon clicking the "Confirm" button, you will return to the previous window with the search results updated to reflect only providers remaining to be assigned, less the providers just assigned, with the banner letting you know scheduling effort was successful as shown below.



Search

Provider Type: -- All -- | Review Level: -- All -- | PSV Completed Date: From: To: |

Specialty: -- All -- | Cred Cycle: All | Committee Date: From: To: |

First Name: | Last Name: | ID Type: -- All -- | Review Date: From: To: |

Submit | Reset

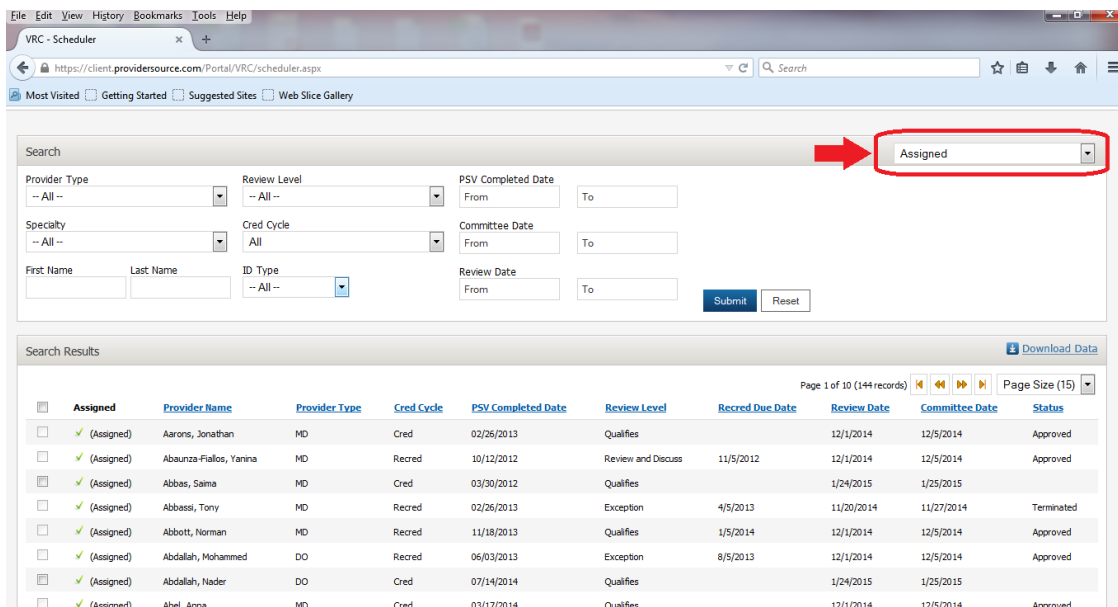
Search Results

Assignments have been successfully entered.

Page 1 of 46 (684 records) | Page Size (15)

Assigned	Provider Name	Provider Type	Cred Cycle	PSV Completed Date	Review Level	Recred Due Date	Review Date	Committee Date	Status
<input type="checkbox"/>	✗ (UnAssigned) Badel, Sergio	MD	Cred	02/25/2011	Qualifies				
<input type="checkbox"/>	✗ (UnAssigned) Ball, Lisa	DO	Cred	09/26/2014	Qualifies				
<input type="checkbox"/>	✗ (UnAssigned) Barkley, Craig	MD	Recred	03/19/2014	Qualifies	5/5/2014			

To view Assigned Providers, change the drop down in the upper right hand side of the "Search" pane to "Assigned" (highlighted in red below). Once selected, the search results will automatically change to show all assigned providers as shown below.



Search

Provider Type: -- All -- | Review Level: -- All -- | PSV Completed Date: From: To: |

Specialty: -- All -- | Cred Cycle: All | Committee Date: From: To: |

First Name: | Last Name: | ID Type: -- All -- | Review Date: From: To: |

Submit | Reset

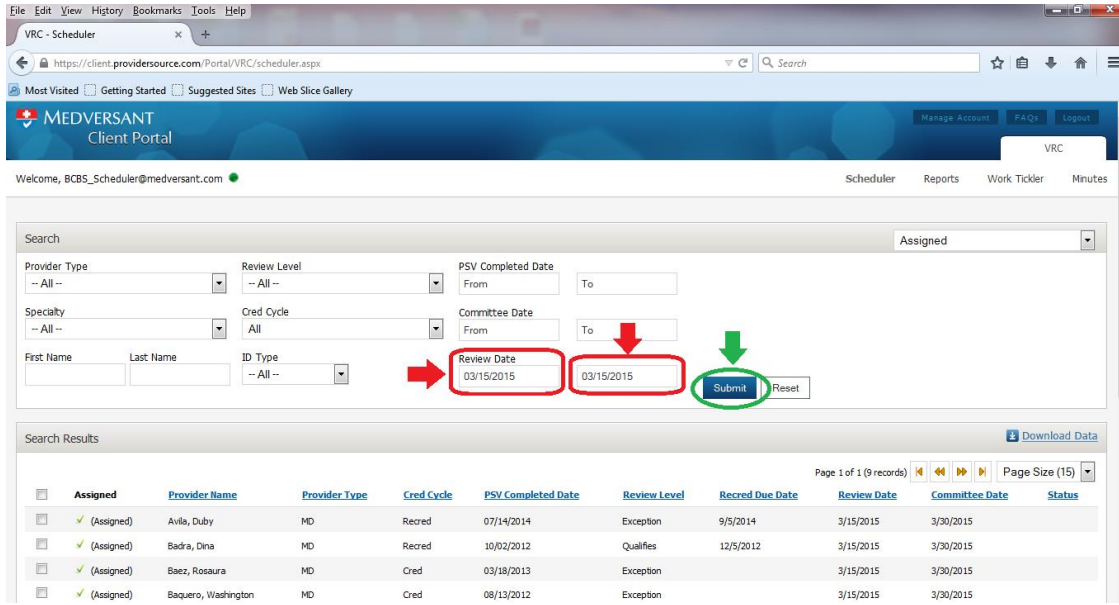
Search Results

Assigned

Page 1 of 10 (144 records) | Page Size (15)

Assigned	Provider Name	Provider Type	Cred Cycle	PSV Completed Date	Review Level	Recred Due Date	Review Date	Committee Date	Status
<input type="checkbox"/>	✓ (Assigned) Aarons, Jonathan	MD	Cred	02/26/2013	Qualifies		12/1/2014	12/5/2014	Approved
<input type="checkbox"/>	✓ (Assigned) Abaunza-Fialos, Yanina	MD	Recred	10/12/2012	Review and Discuss	11/5/2012	12/1/2014	12/5/2014	Approved
<input type="checkbox"/>	✓ (Assigned) Abbas, Sama	MD	Cred	03/30/2012	Qualifies		1/24/2015	1/25/2015	
<input type="checkbox"/>	✓ (Assigned) Abbassi, Tony	MD	Recred	02/26/2013	Exception	4/5/2013	11/20/2014	11/27/2014	Terminated
<input type="checkbox"/>	✓ (Assigned) Abbott, Norman	MD	Recred	11/18/2013	Qualifies	1/5/2014	12/1/2014	12/5/2014	Approved
<input type="checkbox"/>	✓ (Assigned) Abdallah, Mohammed	DO	Recred	06/03/2013	Exception	8/5/2013	12/1/2014	12/5/2014	Approved
<input type="checkbox"/>	✓ (Assigned) Abdallah, Nader	DO	Cred	07/14/2014	Qualifies		1/24/2015	1/25/2015	
<input type="checkbox"/>	✓ (Assigned) Ahd, Anna	MD	Cred	03/17/2014	Qualifies		12/1/2014	12/5/2014	Approved

To view the providers just assigned, submit a date range in the "Review Date" search options (highlighted in red below), then click the button labeled "Submit" (highlighted in green), search results will filter to just those providers with review dates within the range determined.



Search Results

Assigned	Provider Name	Provider Type	Cred Cycle	PSV Completed Date	Review Level	Recred Due Date	Review Date	Committee Date	Status
✓ (Assigned)	Avila, Duby	MD	Recred	07/14/2014	Exception	9/5/2014	3/15/2015	3/30/2015	
✓ (Assigned)	Badra, Dina	MD	Recred	10/02/2012	Qualifies	12/5/2012	3/15/2015	3/30/2015	
✓ (Assigned)	Baez, Rosaura	MD	Cred	03/18/2013	Exception		3/15/2015	3/30/2015	
✓ (Assigned)	Baquero, Washington	MD	Cred	08/13/2012	Exception		3/15/2015	3/30/2015	

3.0 TABLED WORK FLOW

During a normal credentialing committee, a committee may determine that a file should be tabled for a future meeting rather than provide a deny, terminate, or approve vote. Should that occur, after all committee members, including the director, vote “Tabled” the system will automatically close the file for the current committee.

The system will then add a copy of the record back into VRC. The file will still be displayed in the “Review and Discuss” review level. When the scheduler is ready to assign the “Review and Discuss” files to the next committee he or she will assign the tabled provider along with all other “Review and Discuss” files for that new committee. There are no differences in the process as compared with section 2.0 Standard VRC Scheduler Work Flow.