VRC Scheduler Work Flow

Updated 12/15/2017

Version 2.0

Presented by:

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MEDVERSANT

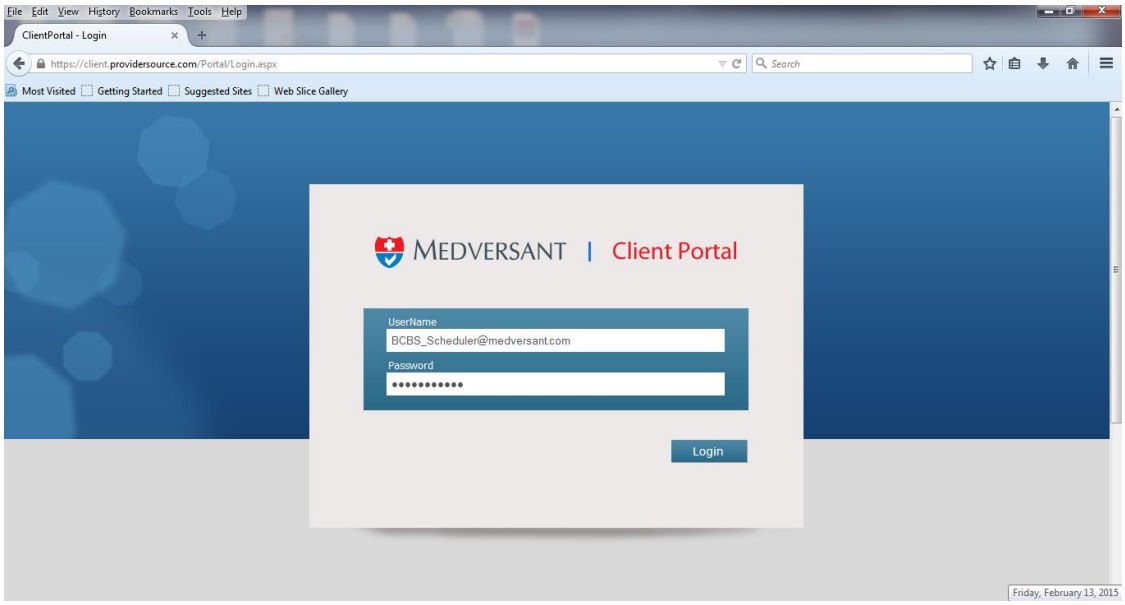
1.0 DOCUMENT REVISIONS

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

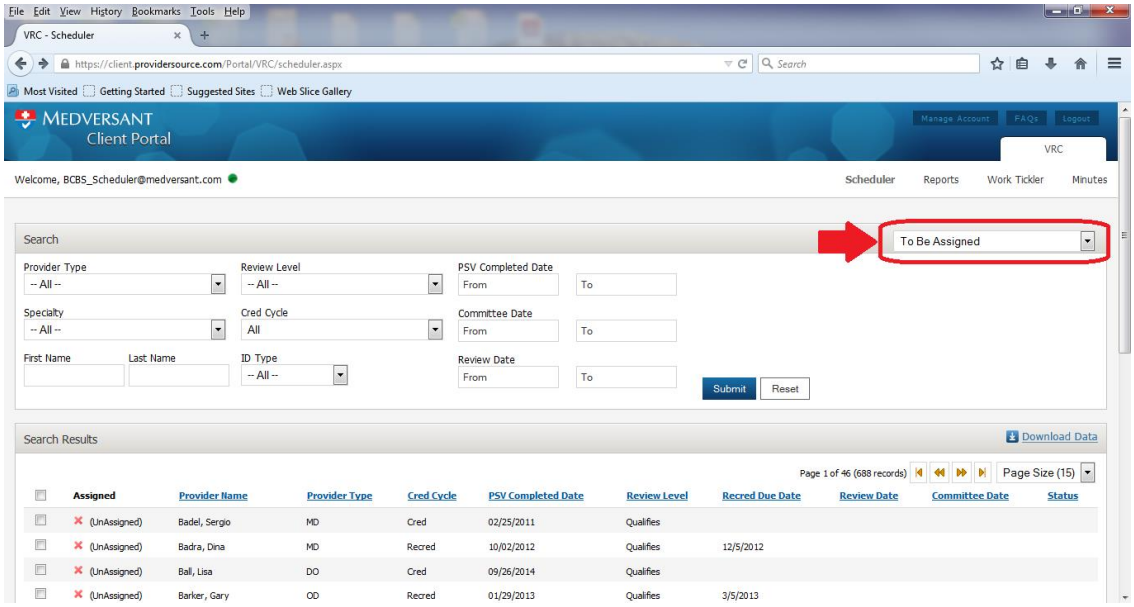
Step 1

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



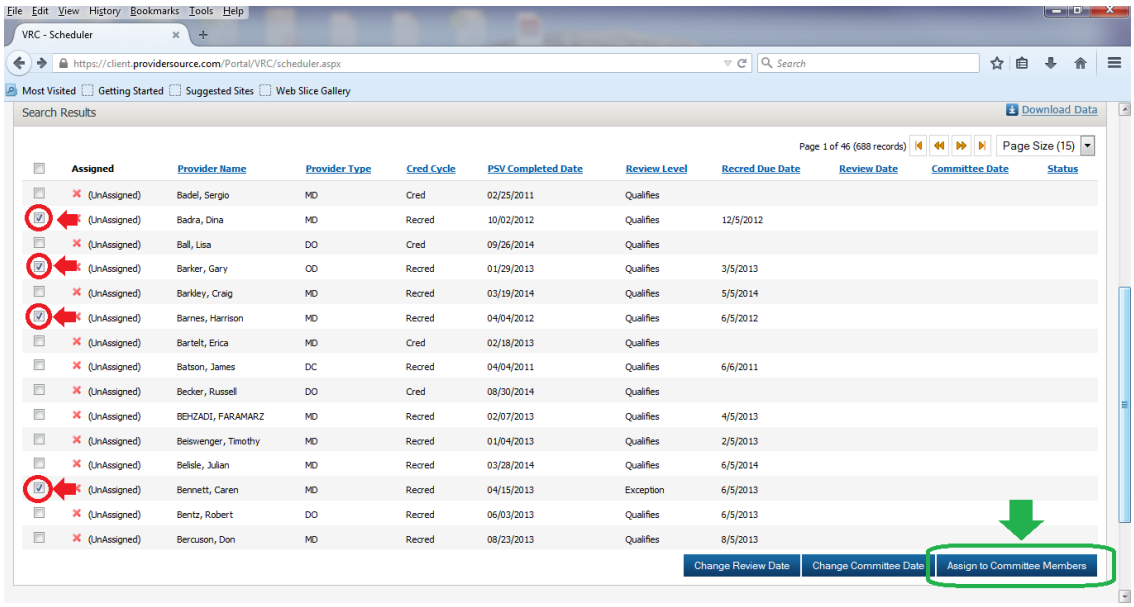
Step 2

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.



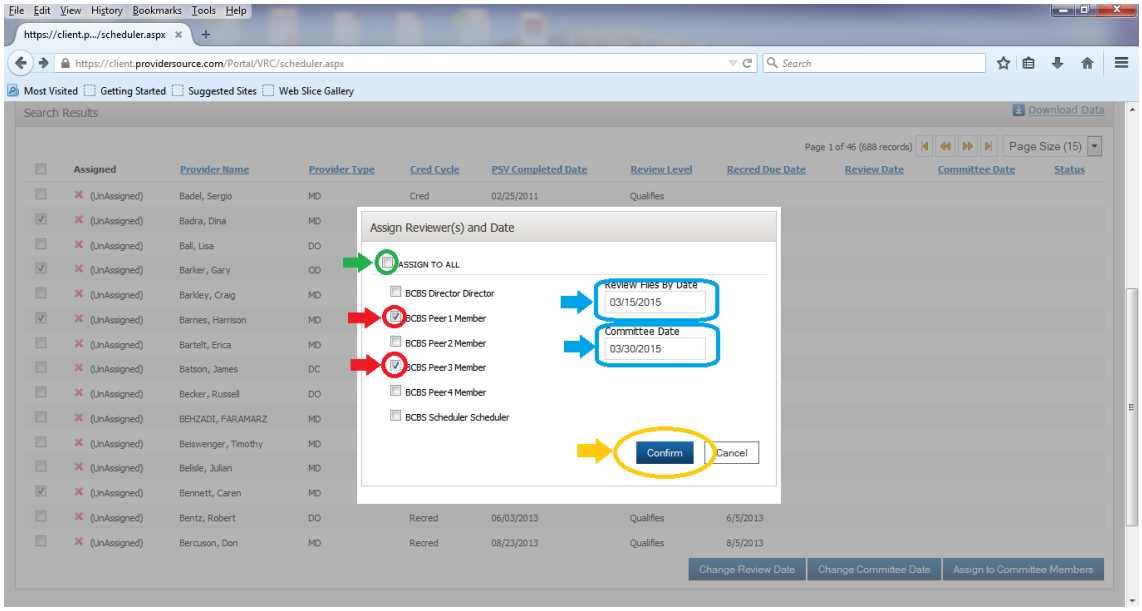
Step 3

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).



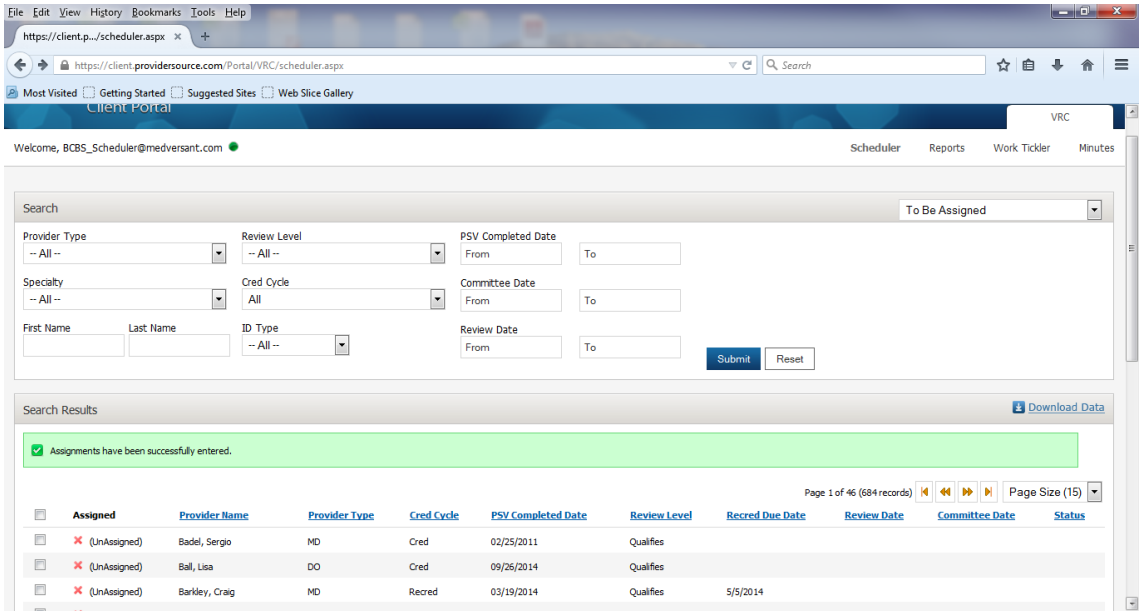
Step 4

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).

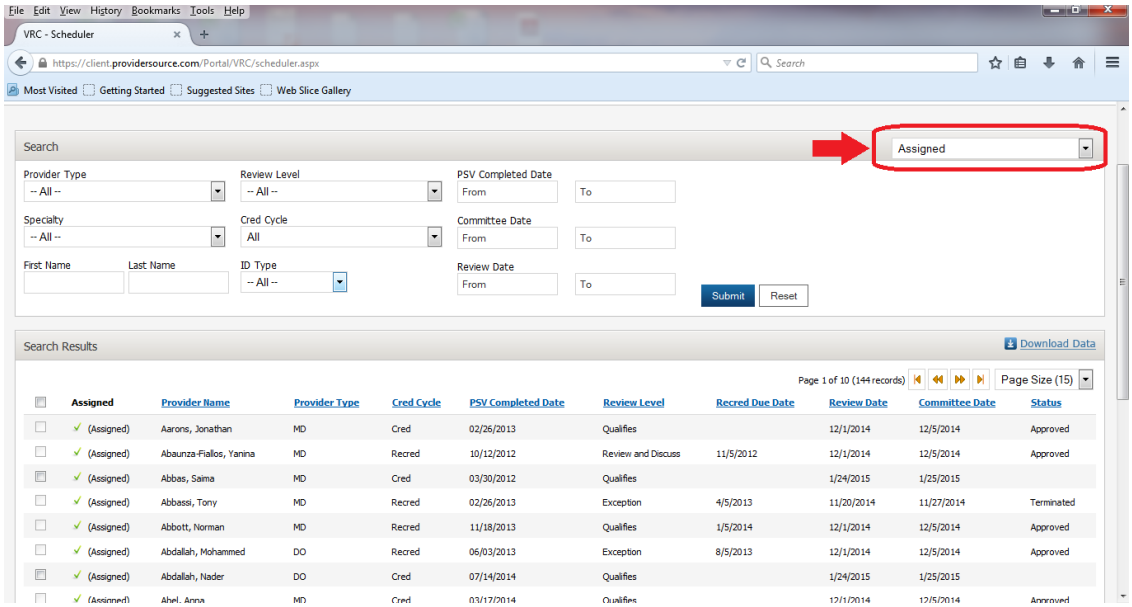


Step 5

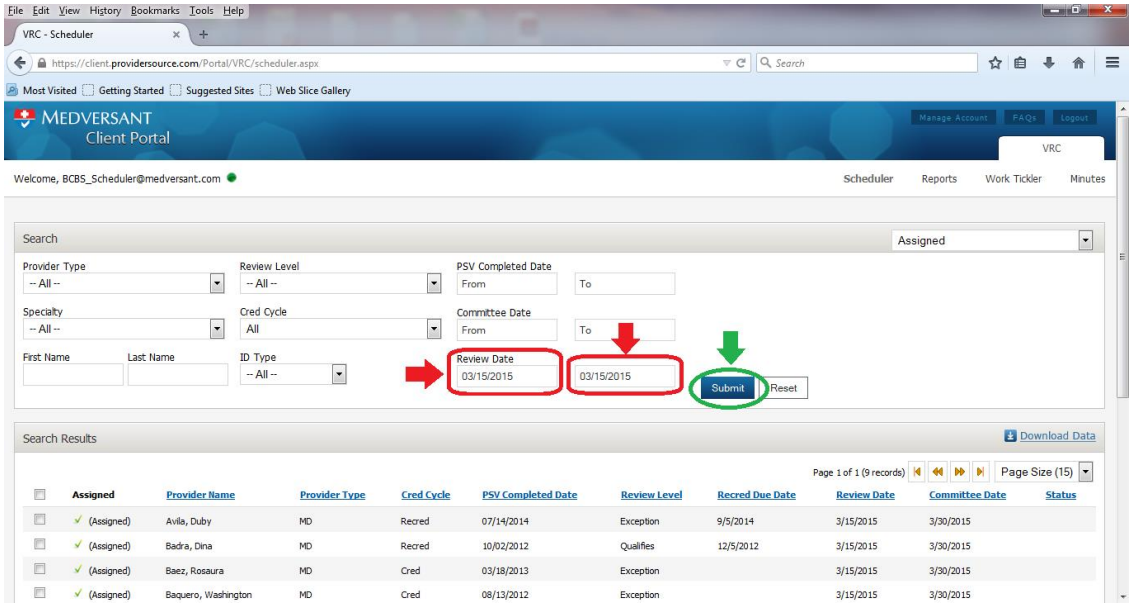
Upon clicking the "Confirm" button, you will return to the previous window with the search results updated to reflect only providers remaining to be assigned, less the providers just assigned, with the banner letting you know scheduling effort was successful as shown below.



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.



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.



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.