BPHC Federal Tort Claims Act (FTCA) Credentialing and Privileging List for Health Centers (HC) Quick Reference Guide (QRG)

Introduction

Use the steps in this QRG to add contacts to the Credentialing and Privileging List of your FTCA application in the Electronic Handbooks (EHBs).

Access FTCA Application

To access the FTCA application, you will either create one or work on an existing one. However, you can only have one application opened for a grant at a time. Therefore, if an application is already in progress, you must select the Work on Existing Application link from the FTCA Home page. Use the steps below to access the FTCA application.

1. *Log in* to the **EHBs**.
2. *Click* the **Grants tab** (Fig. 1).

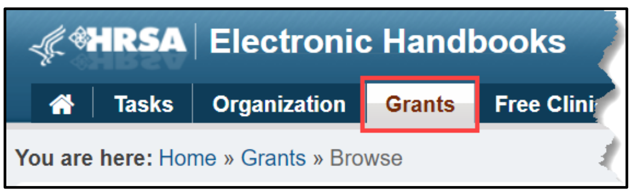

Figure 1: Grants Tab

3. *Click* the **Grant Folder link** (Fig. 2) in the Options column for your desired grant. The Grants Home page will display.

Figure 2: Grant Folder Link

4. *Scroll down* to the **Others** section on the Grants Home page.
5. *Click* the **FTCA Program link** (Fig. 3). The FTCA Home page will display.

Figure 3: FTCA Program Link

6. To access an existing application, *click* the **Work on Existing Application link** in the FTCA Requests section (B in Fig. 4) and *proceed* to the **Add New List to the Application section** in this QRG.
7. Otherwise, to create an application, *click* the **Create Application link** (A in Fig. 4) under Requests in the FTCA section. The FTCA Application Create page will display.

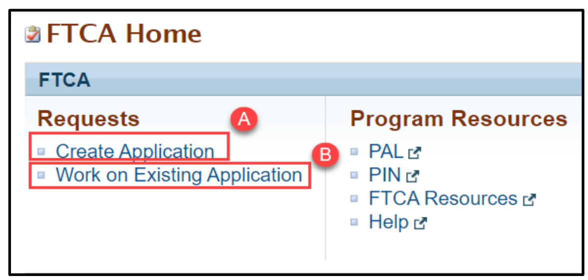

Figure 4: Requests Links

8. *Make a note* of the **preselected application type** in the Deeming Application Type section (A Fig. 5) or the Supplemental Application Type section (B Fig. 5).

9. *Click* the **Continue button** (C Fig. 5). The FTCA Application Status Overview page will display.

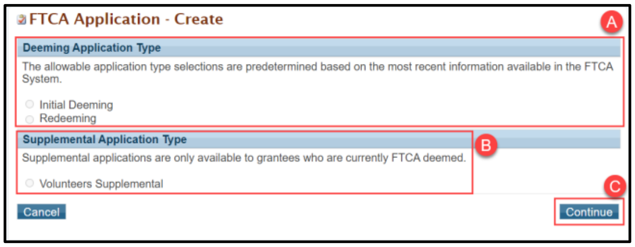

Figure 5: Application Type Sections and the Continue Button

Add New List to the Application

Use the steps below to add new contacts to the FTCA application. If this is your first time filling out the list in the EHBs, you will have to use this function, as an old list will not be available to pull into the application.

1. *Click* the **Add New List button** (Fig. 6) on the FTCA Application Credentialing and Privileging List page. The FTCA Application Add Credentialing and Privileging Information page will display.

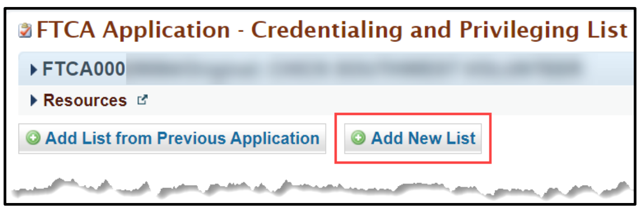

Figure 6: Add New List Button

2. Optionally, *select* a **Prefix** for the contact's name from the dropdown menu.
3. *Enter* the **individual's first, middle and last name** (A in Fig. 7) in the name fields.

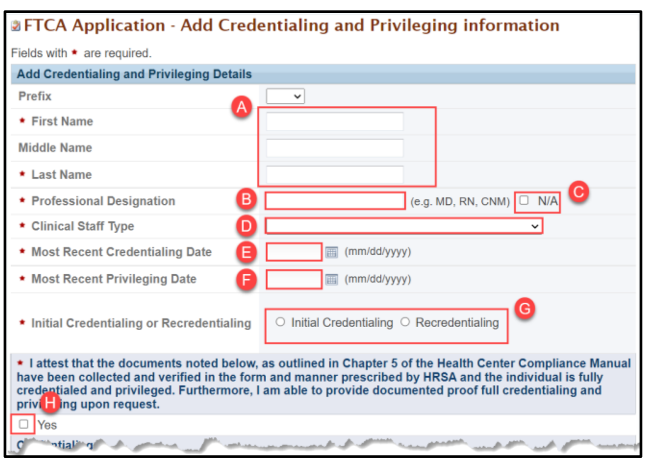

Figure 7: Add Credentialing and Privileging Details Section

4. *Enter* the **individual's Professional Designation** (B in Fig. 7) or *click* the **N/A box** (C in Fig. 7) if the individual does not have one.
5. *Select* a **Clinical Staff Type** (D in Fig. 7) from the dropdown menu.
6. *Enter* the **Most Recent Credentialing Date** (E in Fig. 7) in its date field.
7. *Enter* the **Most Recent Privileging Date** (F in Fig. 7) in its date field.
8. *Select* either the **Initial Credentialing or Recredentialing option** (G in Fig. 7) in the Initial Credentialing or Recredentialing field.
9. *Select* **Yes** (H in Fig. 7) if you can attest that the attached documents are verified and that the individual is credentialed and privileged.
10. Optionally, *attach* the appropriate **Credentialing and/or Privileging documents** using the steps below:
    a. *Click* the **Attach File button** (Fig. 8) for a specific file type.

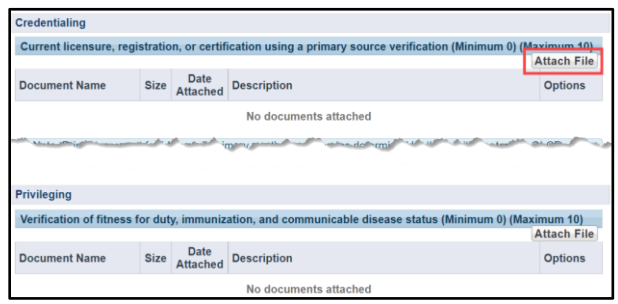

Figure 8: Attach File Button

    b. *Click* the **Choose File button** (A in Fig. 9).

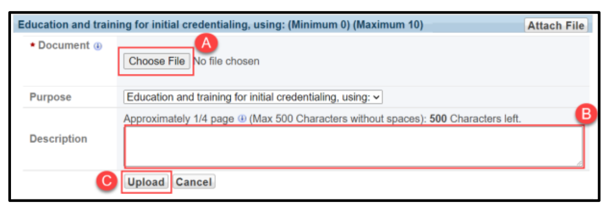

Figure 9: Attach File Section

    c. *Select* the **file** from your Personal Computer (PC).
    d. Optionally, *enter* a **description** (B in Fig. 9) for the attached file.
    e. *Click* the **Upload button** (C in Fig. 9).
11. *Repeat* **steps 10a through 10e** to attach additional Credentialing and/or Privileging documents.

12. *Click* the **Save and Continue button**. The FTCA Application Credentialing and Privileging List page will display.
13. *Repeat* **steps 1 through 12** to add additional contacts to the list.
14. *Review* the **list** and *confirm* that **it** contains the contacts you've added.
15. If you need to make any changes to the list, *proceed* to the **Update or Remove a Contact from List section** in this QRG.
16. *Click* the **Continue button**. The Claims Management page will display. Note: The Credentialing and Privileging List section will be marked as complete with a green checkmark. If the section is marked as incomplete, you must fix all errors.

Add List from Previous Application

Use the steps below to add the contact list from the previous FTCA application. If a contact list does not exist for this application, follow the steps in the Add a New List to the Application section in this QRG.

1. *Click* the **Update link** (Fig. 10) in the Options column for the Credentialing and Privileging List section. The FTCA Application Credentialing and Privileging List page will display.

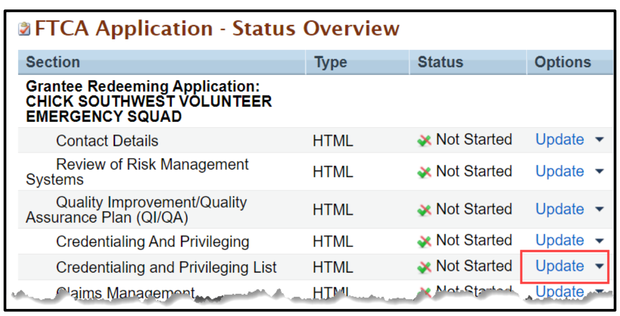

Figure 10: Update Link

2. *Click* the **Add List from Previous Application button** (Fig. 11). The FTCA Application Add List from Previous Application page will display. Note: If this is the first application for the grant, a list will not display.

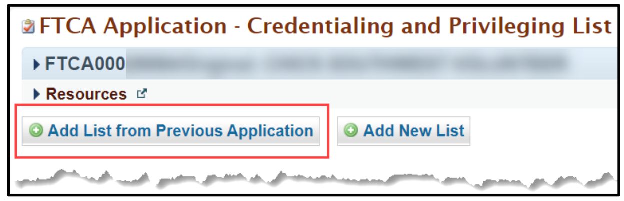

Figure 11: Add List from Previous Application Button

3. *Click* the **checkbox** in the Select/Unselect column for each contact you want to add to the application.
4. *Click* the **Add to Application button**. The FTCA Application Credentialing and Privileging List page will display with the list of contacts selected on the previous page.
5. *Review* the **list** and *confirm* that **all contacts** are still affiliated with the grant.
6. If you need to make any changes, *go* to the **Update or Remove a Contact from List section** in this QRG.

Update or Remove a Contact from List

Once you have either added the list from the previous application or added a new list, you can update or remove a contact. If a contact is no longer working with the grant, you must remove them from the list.

Update Contact Information

1. *Locate* the **contact** you wish to update.
2. *Click* the **Update link** in the Options column for the contact. The FTCA Application Add Credentialing and Privileging Information page will display.
3. *Review* all of the **contact's information and attached documents**.
4. *Update* all the **necessary sections and documents**.
5. *Click* the **Save and Continue button**. The FTCA Application Credentialing and Privileging List page will display.
6. *Repeat* **steps 1 through 5** for each contact you wish to update.

Remove Contact from Application List

1. *Locate* the **contact** you wish to remove.

2. *Click* the **dropdown arrow** next to the Update link in the Options column for the contact you wish to remove.
3. *Click* the **Remove From Application link** (Fig. 12) in the dropdown menu.

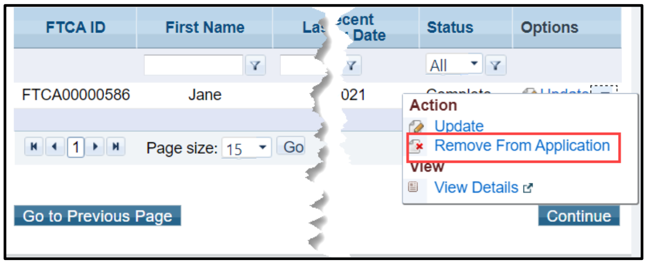

Figure 12: Remove From Application Link

4. *Click* the **Confirm button** (Fig. 13).

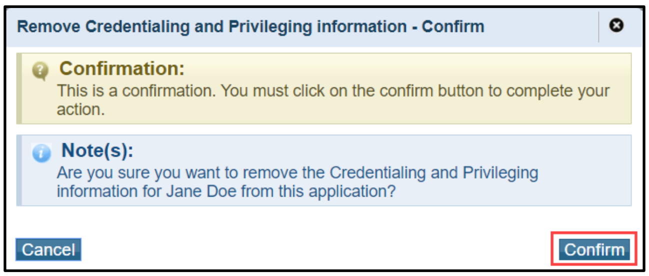

Figure 13: Confirm Button

5. *Repeat* **steps 1 through 4** for each contact you wish to remove from the list.
6. *Review* the **list** and *confirm* that the **removed contact names** are no longer on the list.

Congratulations! You have successfully completed the BPHC FTCA Credentialing and Privileging list for HC QRG.

Resources and Support

The following resources are available to assist you:

Call the **BPHC Health Center Program Support**: 877-464-4772 or click the following link BPHC Contact Form and submit your inquiry.

Access the training resources on the BHCMIS Training Materials Webpage.