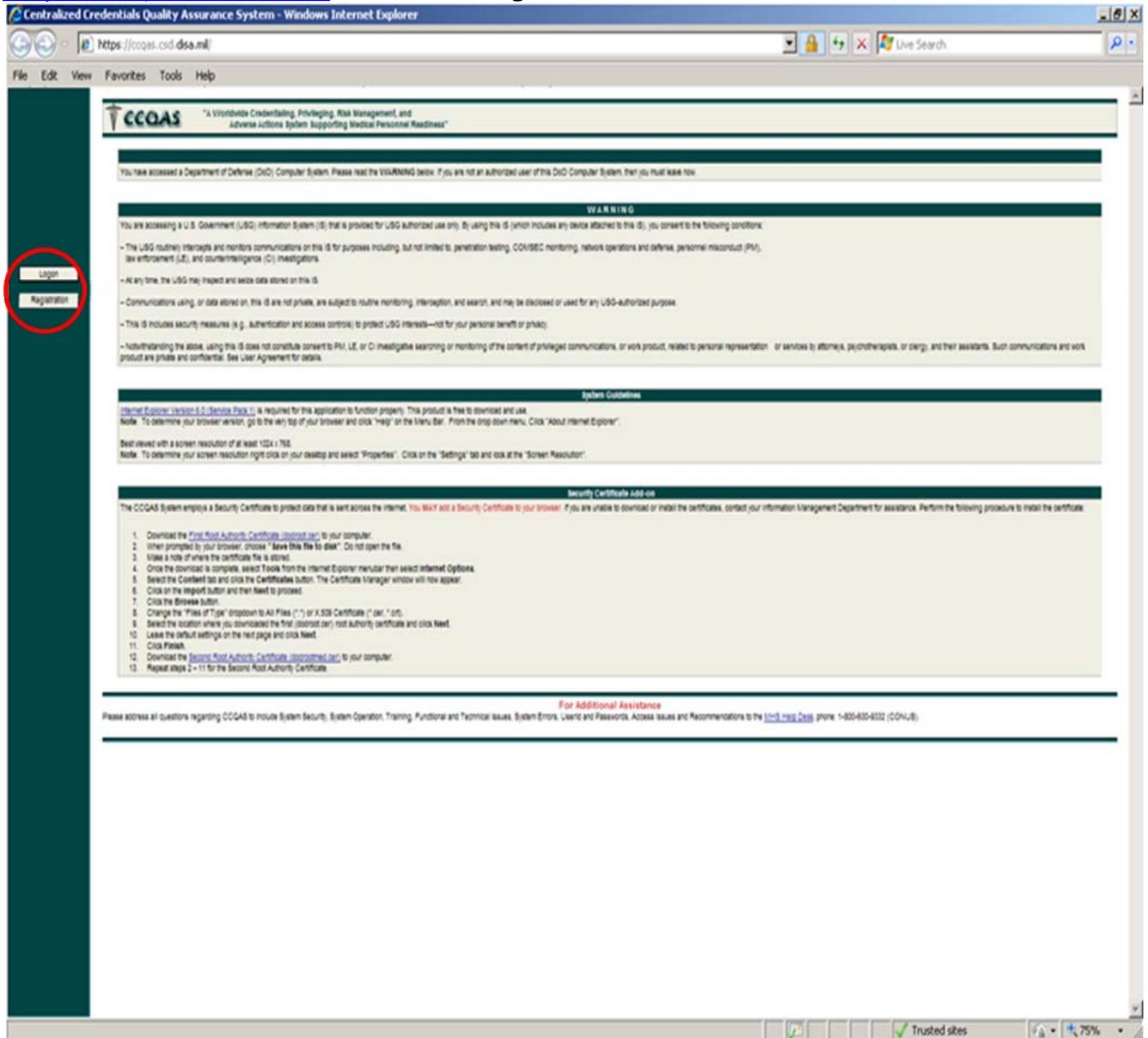


# U.S. Coast Guard Quick CCQAS' Guide for Providers Completing and Submitting Your Electronic Application (E-App)

Upon receipt of an automated CCQAS task email message advising of a 'Complete Application' task or at the request of the Credentials Manager:

1. Access CCQAS with a Common Access Card (CAC); the website is:

<https://ccqas.csd.disa.mil>, select the **Logon** button



2. Next Screen- **Privacy Act Statement**; read and click the appropriate button

3. Next Screen- **Mandatory DoD Notice and Consent Banner**; read and click OK

4. Next Screen- **U.S. Department of Defense Military Health System**; click on the **CAC ACCESS**, then enter you CAC password when prompted (First-time CCQAS users will see a Security Briefing. Review page, select the **Yes, I understand...** radio button and the **Submit** button at the bottom of the page. (A username and password might be requested; use as needed))

5. **Work List Tab**- double click the first task listed. You may also use the right mouse button to open the application. (Once an E-App has been completed and submitted by you, it will appear under the **Application tab** in a pending status.)

https://ccqasvld2.csd.dhsa.mil/ - CCQAS Version 2.10.1 - Centralized Credentials Quality Assurance - Windows Internet Explorer

CCQAS "A Worldwide Credentialing, Risk Management, and Adverse Actions System Supporting Medical Personnel Readiness" Last Login Attempt: 03/28/2013 09:08:42 -05:00 Submit Ticket | Security Briefing | Logout! Provider

\*\*\*\* FOUO \*\*\*\*

My Applications System Submit Trouble Ticket

Provider Self-Service

Work List Applications Documents

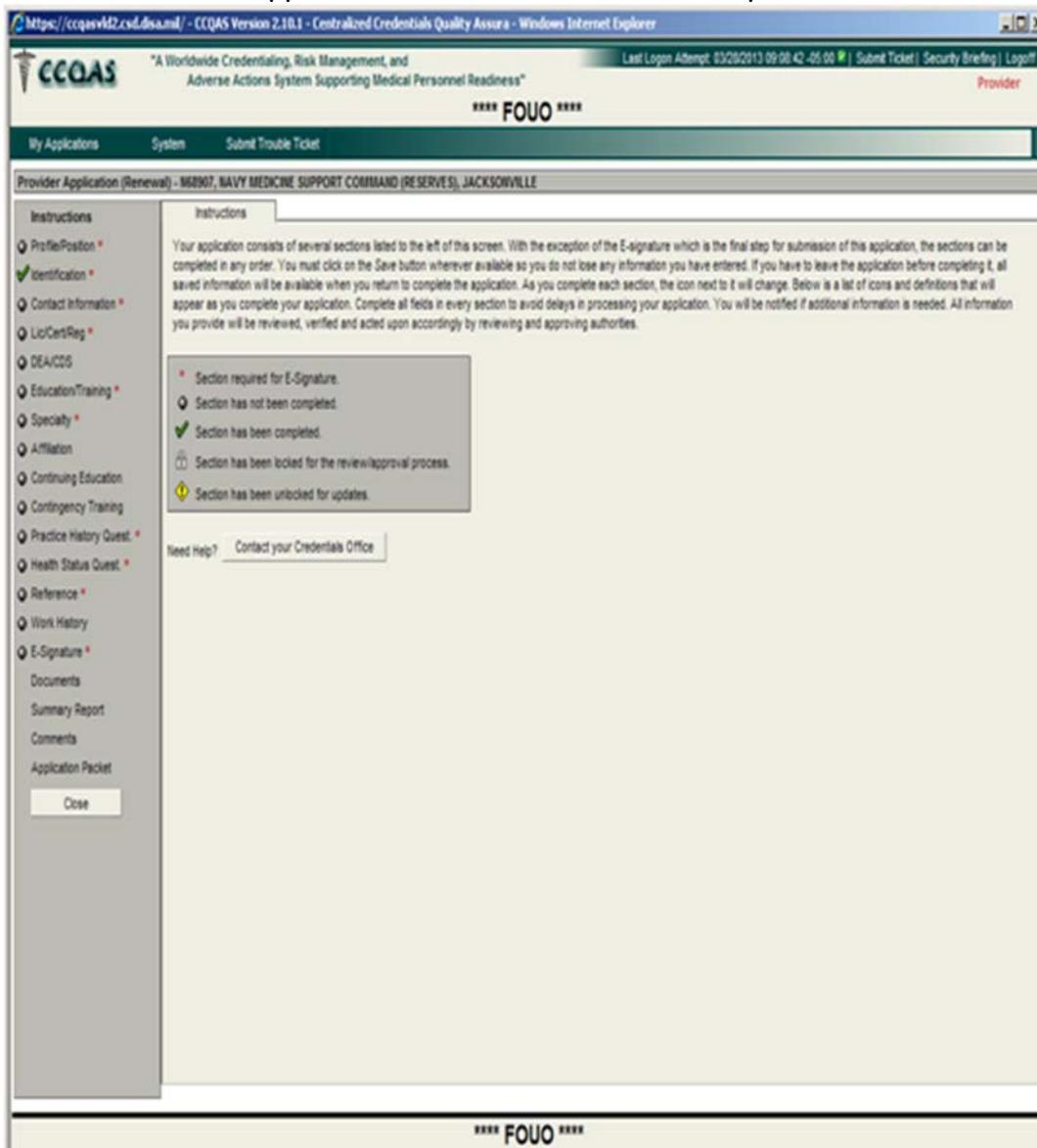
Double click on a worklist task to open it. You may view completed e-applications from current or past privileging periods in the "Applications" tab. Uploaded documents, performance assessments and PDF files of completed e-applications may be viewed in the "Documents" tab.

Status: Open Tasks Show tasks with a start date between 03/28/2012 and 03/28/2013 Filter

Urgent	Task	App Type	MTF	CC/CM/MSSP	CC/CM/MSSP Phone	Task Start Date	Task Complete Date
No	Complete Application (Military)	Renewal	N68907, NAVY MEDICINE SUPPORT COMMAND			03/14/2013	

\*\*\*\* FOUO \*\*\*\*

6. **Provider's application**-The gray menu on left side of screen contains sections required to complete and submit your E-app: Note all sections with a **Red Asterisk\***- are required fields to be completed prior to the electronic signature. The Save button must be selected each time to move forward with the application. **Green check** will appear when section has been completed



	Section required for E-Signature
	Section has not been completed
	Section has been completed
	Section has been locked for the review/approval process
	Section has been unlocked for updates

7. Profile and Position tabs- Profile tab- verify information for accuracy:

Mtps://ccqasvld2.cvd.dsa.mil/ - CCQAS Version 2.10.1 - Centralized Credentials Quality Assurance - Windows Internet Explorer

CCQAS "A Worldwide Credentialing, Risk Management, and Adverse Actions System Supporting Medical Personnel Readiness" Last Login Attempt: 03/14/2013 11:34:44 -05:00 Submit Ticket Security Briefing Logout Provider

\*\*\*\* FOUO \*\*\*\*

My Applications System Submit Trouble Ticket

Provider Application (Renewal) - 862907, NAVY MEDICINE SUPPORT COMMAND (RESERVES), JACKSONVILLE

Instructions

ProfilePosition \* Save Help?

Identification \*  if known under another name, please complete the alias section.

Contact Information \*

Lic/Cert/Reg \*

DEA/CDS

Education/Training \*

Specialty \*

Affiliation

Continuing Education

Contingency Training

Practice History Quest. \*

Health Status Quest. \*

Reference \*

Work History

E-Signature \*

Documents

Summary Report

Comments

Application Packet

Close

Provider

Last Name: NO First Name: GUN MI: Suffix: Title:

Person ID Type: Social Security Number Person ID: 113-13-1320

Gender: Male Date of Birth: 10/10/1980 Citizenship:

Marital Status: Married NPI: \* Source DHRHS

Military Information

Branch: N13 - Navy Reserve (SELRES/IRR) AOCDesign/AFSC: 2105 - Medical Corps, USN

Rank: CAPT - Captain

Corps: MC - Medical Corps Accession: Unknown

Alias Information

Add

Alias Last Name	Alias First Name	Alias MI	Suffix	NPOB
No records returned				

Comments

\*\*\*\* FOUO \*\*\*\*

Position tab-if privileged provider (physician, allied health, dentist, nurse practitioner), click on drop down menu next to **Provider Category**, and select category. **Are you requesting privileges at this time? Select Yes. Type of Privileges Requested-Select Regular. Type of Appointment Requested-Select Active** (if this is your first application or you have not held privileges with the Coast Guard for more than 180 days-**Select Initial Active**). Check the box adjacent to the existing UIC: CGHQ; click the Save button. (Upon completion the system will automatically add a Privileging tab to the left in the grey menu.)

CCOAS "A Worldwide Credentialing, Risk Management, and Adverse Actions System Supporting Medical Personnel Readiness" Last Login Attempt: 03/14/2013 11:34:44 -05:00 Submit Ticket | Security Briefing | Logout  
 \*\*\*\* FOUO \*\*\*\*

My Applications System Submit Trouble Ticket

Provider Application (Renewal) - M82907, NAVY MEDICINE SUPPORT COMMAND (RESERVES), JACKSONVILLE

Instructions Profile Position

Save Help?

Position

Provider Category: [Dropdown]  
 Duty Section: [Text]  
 Duty Phone: [Text]  
 Date Reported to Current Assignment: [Date]  
 Projected Rotation/Permanent Change of Station Date: [Date]

Privileging

Are you requesting privileges at this time?  Yes  No

Type of Privileges Requested: [Dropdown]  
 Type of Appointment Requested: [Dropdown]

The E-app allows for privileges to be requested at multiple UICs. Select one or more UICs from the list below.

UIC	Name	Location	Request Admitting Privileges?
<input type="checkbox"/> M82907	BU MED DET	BLDG 554 Kelly St, FL	<input type="checkbox"/> Parent

Documents  
 Summary Report  
 Comments  
 Application Packet  
 Close

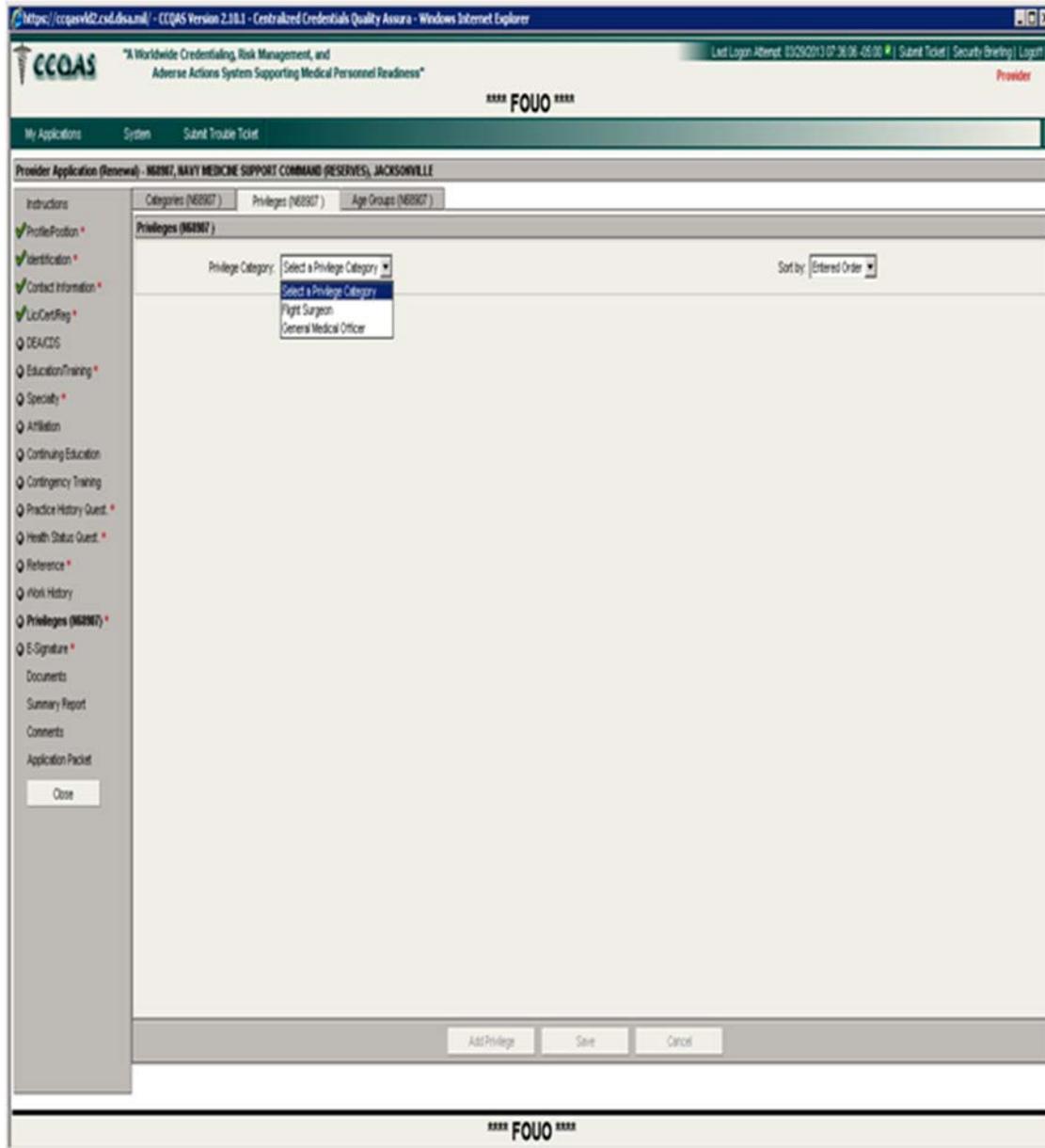
\*\*\*\* FOUO \*\*\*\*

8. Select **professional category**; i.e. Physician-select two specialties: General Medical Officer (represents the primary care medicine practiced in the Coast Guard clinics) and Family Medicine, Internal Medicine, Flight Surgeon, per your specialty(ies)); click the **ITEMIZE** button for each specialty chosen, then the Save button. (Note: The Coast Guard does not require Age Groups to be completed)

The screenshot shows the CCQAS web application interface. The browser address bar displays "https://ccqasvld2.csd.disa.mil/ - CCQAS Version 2.10.1 - Centralized Credentials Quality Assurance - Windows Internet Explorer". The page header includes the CCQAS logo, the tagline "A Worldwide Credentialing, Risk Management, and Adverse Actions System Supporting Medical Personnel Readiness", and the user role "Provider". A "FOUO" (For Official Use Only) watermark is present. The main content area is titled "Provider Application (Renewal) - 968907, NAVY MEDICINE SUPPORT COMMAND (RESERVES), JACKSONVILLE". On the left, a navigation menu lists various application components, with "Privileges (968907)" selected. The main panel shows the "Age Groups (968907)" tab, which contains a list of medical specialties. Each specialty has a checkbox, a radio button for "Core/Supplemental", and a radio button for "Itemized". The "General Medical Officer" and "Flight Surgeon" categories are checked, and their respective "Itemized" radio buttons are selected. A "Save" button is located at the bottom of the list.

Category	Core/Supplemental	Itemized
<input type="checkbox"/> Critical Care-Anesthesia	<input type="radio"/> Core/Supplemental	<input type="radio"/> Itemized
<input type="checkbox"/> Critical Care-Emergency Medicine	<input type="radio"/> Core/Supplemental	<input type="radio"/> Itemized
<input type="checkbox"/> Critical Care-Surgery	<input type="radio"/> Core/Supplemental	<input type="radio"/> Itemized
<input type="checkbox"/> Dermatology	<input type="radio"/> Core/Supplemental	<input type="radio"/> Itemized
<input type="checkbox"/> Developmental-Behavioral Pediatrics	<input type="radio"/> Core/Supplemental	<input type="radio"/> Itemized
<input type="checkbox"/> Diagnostic Radiology	<input type="radio"/> Core/Supplemental	<input type="radio"/> Itemized
<input type="checkbox"/> Emergency Medicine	<input type="radio"/> Core/Supplemental	<input type="radio"/> Itemized
<input type="checkbox"/> Endocrinology	<input type="radio"/> Core/Supplemental	<input type="radio"/> Itemized
<input type="checkbox"/> Family Medicine	<input type="radio"/> Core/Supplemental	<input type="radio"/> Itemized
<input checked="" type="checkbox"/> Flight Surgeon	<input type="radio"/> Core/Supplemental	<input checked="" type="radio"/> Itemized
<input type="checkbox"/> Gastroenterology	<input type="radio"/> Core/Supplemental	<input type="radio"/> Itemized
<input checked="" type="checkbox"/> General Medical Officer	<input type="radio"/> Core/Supplemental	<input checked="" type="radio"/> Itemized
<input type="checkbox"/> General Surgery	<input type="radio"/> Core/Supplemental	<input type="radio"/> Itemized
<input type="checkbox"/> Genetics	<input type="radio"/> Core/Supplemental	<input type="radio"/> Itemized
<input type="checkbox"/> Hematology - Oncology	<input type="radio"/> Core/Supplemental	<input type="radio"/> Itemized
<input type="checkbox"/> Infectious Disease	<input type="radio"/> Core/Supplemental	<input type="radio"/> Itemized
<input type="checkbox"/> Internal Medicine	<input type="radio"/> Core/Supplemental	<input type="radio"/> Itemized
<input type="checkbox"/> Interventional Cardiology	<input type="radio"/> Core/Supplemental	<input type="radio"/> Itemized
<input type="checkbox"/> Interventional Radiology	<input type="radio"/> Core/Supplemental	<input type="radio"/> Itemized
<input type="checkbox"/> Neonatology	<input type="radio"/> Core/Supplemental	<input type="radio"/> Itemized
<input type="checkbox"/> Nephrology	<input type="radio"/> Core/Supplemental	<input type="radio"/> Itemized
<input type="checkbox"/> Neurology	<input type="radio"/> Core/Supplemental	<input type="radio"/> Itemized
<input type="checkbox"/> Neurosurgery	<input type="radio"/> Core/Supplemental	<input type="radio"/> Itemized
<input type="checkbox"/> Nuclear Medicine	<input type="radio"/> Core/Supplemental	<input type="radio"/> Itemized

Once the Save button has been clicked, each privilege specialty will appear. Refer to the **Helpful Links** on the CG-1122 website for Coast Guard supported privileges: [http://www.uscg.mil/hq/cg1/cg112/cg1122/Privilege\\_Provider.asp](http://www.uscg.mil/hq/cg1/cg112/cg1122/Privilege_Provider.asp)



9. When requesting privileges, click **Fully Competent** for all Coast Guard core privileges, per privileges under Helpful Links (CG-1122 Website). If requesting Supplemental privileges, training and/or on the job experience must be documented and provided with request for privileges. The facility also must be able to support the supplemental privilege, which can be determined through the Senior Medical or Senior Dental Executive for the clinic

The screenshot displays the CCOAS web application interface. At the top, the URL is <https://ccqasv02.cd.dhs.mil> and the page title is "CCOAS Version 2.10.1 - Centralized Credentials Quality Assurance - Windows Internet Explorer". The page includes a navigation bar with "My Applications", "System", and "Submit Trouble Ticket" options. The main content area is titled "Provider Application (Renewal) - N6907, NAVY MEDICINE SUPPORT COMMAND (RESERVES), JACKSONVILLE".

The "Privileges (N6907)" section is active, showing a "Privilege Category" of "General Medical Officer" and a "Sort by" of "Care". A detailed instruction box states: "Click the 'Add Privilege' button to request additional privileges. The privilege will be added to the 'OTHER' folder. Be sure to select your definitions for each category in the list above. For each category, after you have completed or reviewed your definitions, click 'Save'. To set all privileges of a section at once, click on the 'Fully Competent', 'With Supervision' or 'Not Requested' column headers. Supervision required. (Unlicensed/uncertified or lacks current relevant clinical experience. \*\*\*ONLY USED FOR ARMY AND AIRFORCE\*\*\*".

The "Care Privileges" section is expanded to show "General Medical Officer" privileges. The table below lists these privileges and their status:

Privilege(s)	Fully Competent	With Supervision
The scope of privileges for a General Medical Officer (GMO) includes the assessment, evaluation, diagnosis, and treatment of subpatients with uncomplicated and/or minor illnesses, diseases, injuries, and functional disorders. Physicians assess, stabilize, and determine disposition of patients in environments ranging from austere to fixed facilities in accordance with Service and MTF medical staff policies. The GMO will manage conditions consistent with training and will refer complex patients beyond the level of training to specialty medical care.	<input checked="" type="radio"/>	<input type="radio"/>
Care for pediatric patients from 2 to 18 years of age	<input checked="" type="radio"/>	<input type="radio"/>
Electrocardiogram (EKG) preliminary interpretation	<input checked="" type="radio"/>	<input type="radio"/>
Perform Pap smears	<input checked="" type="radio"/>	<input type="radio"/>
Pre and Post-travel health counseling and care	<input checked="" type="radio"/>	<input type="radio"/>
Provide basic burn care	<input checked="" type="radio"/>	<input type="radio"/>
Tympanometry	<input checked="" type="radio"/>	<input type="radio"/>
<b>Specialty Advanced Privileges (Requires Additional Training)</b>		
Gyn problems to include treatment of minor infections and STDs	<input checked="" type="radio"/>	<input type="radio"/>
Primary behavioral/mental health care for uncomplicated conditions	<input checked="" type="radio"/>	<input type="radio"/>
Recognition, early management and referral of 1st trimester pregnancy and its complications	<input checked="" type="radio"/>	<input type="radio"/>

At the bottom of the interface, there are buttons for "Add Privilege", "Save", and "Cancel". The page is marked with "FOUO" (For Official Use Only) in several locations.

10. **Identification** tab- prepopulated section, check for accuracy

11. **Contact Information** - check for accuracy

12. **License/Certification/Registration** - check for accuracy; add any additional information

13. **DEA/CDS** - check for accuracy; add any additional information

14. **Education/Training** - check for accuracy; add any additional information

15. **Specialty** - check for accuracy; add any additional information

16. **Affiliation** - not mandatory field

17. **Continuing Education** - not mandatory field; add CE if related to supplemental privileges

18. **Contingency Training** - check for accuracy

19. **Practice History Questions** - all 8 questions must be answered; any question answered with **Yes**, must be explained in Comments section, right of the question or system will prompt with a box

20. **Health Status Questions** - all 7 questions must be answered; any question answered with **Yes**, **ONLY PUT YOUR PHONE NUMBER IN THE COMMENT BOX WITH NO DETAILS; follow-up by Op-Med Chief**

21. **Reference Section** - two current work references; one must be a supervisor and the other can be a peer; include **email address** for each reference; make sure to click the **Yes button** when asked if **reference is current**

22. **Work History** – contains malpractice information (if Active duty, covered under Federal Tort) and past work history from qualifying degree. Information uploaded is not necessarily reflected of your work history. CCQAS was not able to capture each history fully. If there are any gaps, signaled by a **Yellow Diamond**, click the Icon and provide reasoning. (Because of the inaccuracy of the work history uploaded, you can make a statement that there have been no work gaps greater than 30 days since receiving your qualifying degree, if applicable)

FOUO

My Applications    System    Submit Trouble Ticket

Provider Application (Renewal) - N68907, NAVY MEDICINE SUPPORT COMMAND (RESERVES), JACKSONVILLE

Instructions    Malpractice Insurance    Work History

Profile/Position \*  
 Identification \*  
 Contact Information \*  
 Lic/Cert/Reg \*  
 DEA/CDS  
 Education/Training \*  
 Specialty \*  
 Affiliation  
 Continuing Education  
 Contingency Training  
 Practice History Quest. \*  
 Health Status Quest. \*  
 Reference \*  
 Work History

Add Work History Help?

Type	UIC/Facility	MIL/CIV	Provider Type	Start Date	End Date
Assignment	N68907, NAVY MEDICINE SUPPORT COMMAND (RESERVES)	MIL	Drilling Ready Reserve	03/14/2013	
 GAP	<b>Reason:</b>			01/01/2004	03/14/2013
Residency	Flight Surgery, 36 MDG, EGLN AFB, FL			01/01/2003	01/01/2004
Qualifying Degree	MD, UNIVERSITY OF FLORIDA, GAINESVILLE				07/04/2002

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Adverse Actions System Supporting Medical Personnel Readiness™

\*\*\*\* FOUO \*\*\*\*

My Applications    System    Submit Trouble Ticket

Provider Application (Renewal) - N68907, NAVY MEDICINE SUPPORT COMMAND (RESERVES), JACKSONVILLE

Profile/Position \*  
 Identification \*  
 Contact Information \*  
 Lic/Cert/Reg \*  
 DEA/CDS  
 Education/Training \*  
 Specialty \*  
 Affiliation  
 Continuing Education  
 Contingency Training  
 Practice History Quest. \*  
 Health Status Quest. \*  
 Reference \*  
 Work History

**Gap Explanation - 01/01/2009 - 03/14/2013**

Reason:

Comment:

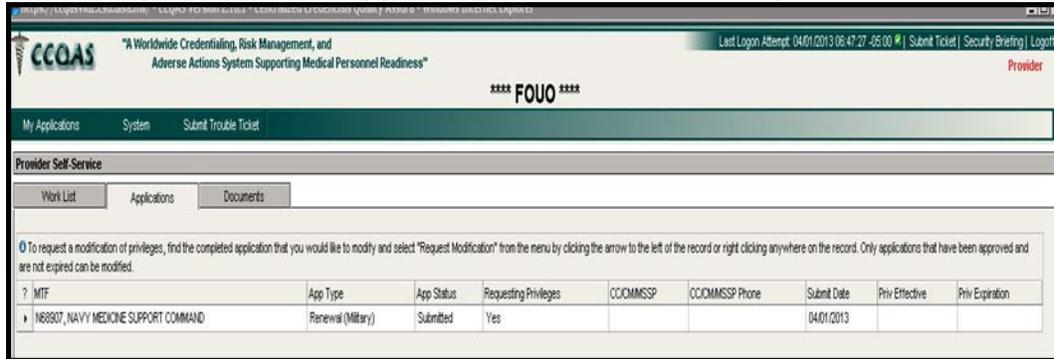
**23. E-Signature** - Attestation statement, answer all 9 questions, either yes or no; comment must be made for any No responses. Upon completion of the Attestation statement, you must agree to the terms stated

The screenshot shows the 'Provider Application (Renewal)' form for N68907, NAVY MEDICINE SUPPORT COMMAND (RESERVES), JACKSONVILLE. The 'Attestation Statement' section contains 9 numbered questions with 'Yes' and 'No' radio buttons. A 'Question 6 Comment' dialog box is open, containing the text: 'I'M CURRENTLY BEING SUED FOR MALPRACTICE AS OF DEC 2012 AND WAITING JUDICATION.' The dialog has 'Ok' and 'Cancel' buttons.

CCQAS will allow application review prior to submission. Once submitted, you will receive a pop up window that your application has been submitted successfully. The system sometimes takes a while to generate the application. Be patient, do not click the Agree button more than once, this will generate duplicate applications.

The screenshot shows the 'Provider Application (Renewal)' form with a 'Message from webpage' dialog box. The message reads: 'Your application has been submitted successfully. Click on Logout in the upper right corner if you would like to exit the application.' The dialog has an 'OK' button. In the background, the 'Attestation Statement' section is visible, and the 'I Agree' checkbox is checked.

After successfully being submitted, the application will move from the **Work List** tab to the **Applications** tab. Once the application has been submitted, it is locked; it can only be viewed. (Application can be saved and printed for future reference.)



The screenshot shows the CCOAS (Worldwide Credentialing, Risk Management, and Adverse Actions System) Provider Self-Service interface. The page includes a header with the CCOAS logo, a mission statement, and a user login area. Below the header, there are navigation tabs for 'My Applications', 'System', and 'Submit Trouble Ticket'. The 'Provider Self-Service' section has three sub-tabs: 'Work List', 'Applications', and 'Documents'. A note explains how to request a modification of privileges. A table displays a single application record.

?	MTF	App Type	App Status	Requesting Privileges	CCOMMSP	CCOMMSP Phone	Submit Date	Priv Effective	Priv Expiration
▶	188807, NAVY MEDICINE SUPPORT COMMAND	Renewal (Military)	Submitted	Yes			04/01/2013		

If application needs to be returned for errors or missing information, Credentials Manager will return with section(s) unlocked for corrections.

Questions/assistance can be sent to [Maryann.Millett@uscg.mil](mailto:Maryann.Millett@uscg.mil)