

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).

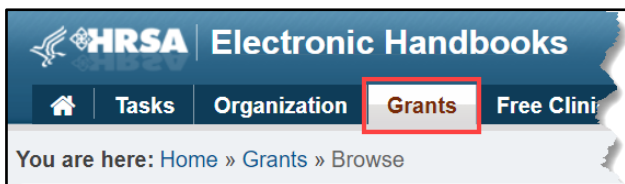


Figure 1: Grants Tab

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

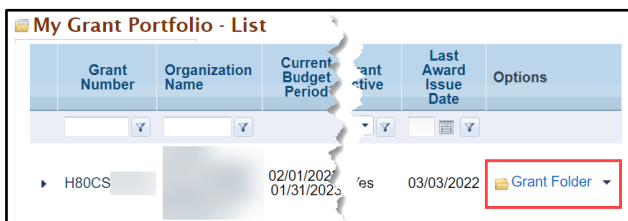


Figure 2: Grant Folder Link

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.

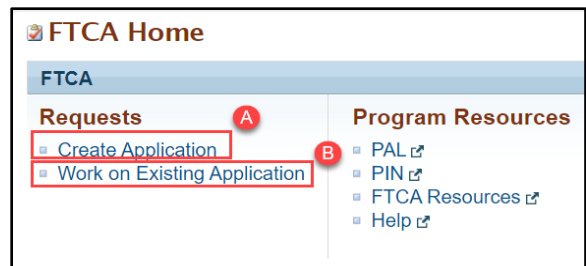


Figure 4: Requests Links

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).

- 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.

- 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

- Optionally, select a **Prefix** for the contact's name from the dropdown menu.
- 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

- 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.
- Select a **Clinical Staff Type** (D in Fig. 7) from the dropdown menu.
- Enter the **Most Recent Credentialing Date** (E in Fig. 7) in its date field.
- Enter the **Most Recent Privileging Date** (F in Fig. 7) in its date field.
- Select either the **Initial Credentialing or Recredentialing option** (G in Fig. 7) in the Initial Credentialing or Recredentialing field.
- Select **Yes** (H in Fig. 7) if you can attest that the attached documents are verified and that the individual is credentialed and privileged.
- Optionally, *attach* the appropriate **Credentialing and/or Privileging documents** using the steps below:
 - Click the **Attach File button** (Fig. 8) for a specific file type.

Figure 8: Attach File Button

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

Figure 9: Attach File Section

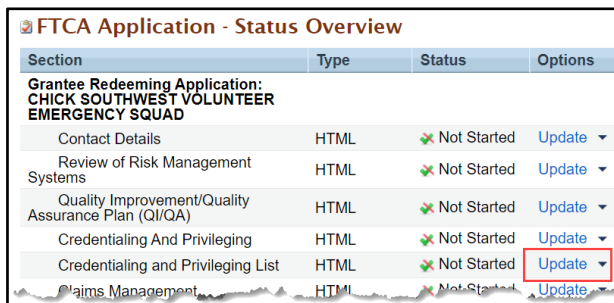
- Select the **file** from your Personal Computer (PC).
 - Optionally, enter a **description** (B in Fig. 9) for the attached file.
 - Click the **Upload button** (C in Fig. 9).
- Repeat steps 10a through 10e to attach additional Credentialing and/or Privileging documents.

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.



Section	Type	Status	Options
Grantee Redeeming Application: CHICK SOUTHWEST VOLUNTEER EMERGENCY SQUAD			
Contact Details	HTML	Not Started	Update
Review of Risk Management Systems	HTML	Not Started	Update
Quality Improvement/Quality Assurance Plan (QI/QA)	HTML	Not Started	Update
Credentialing And Privileging	HTML	Not Started	Update
Credentialing and Privileging List	HTML	Not Started	Update
Claims Management	HTML	Not Started	Update

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.

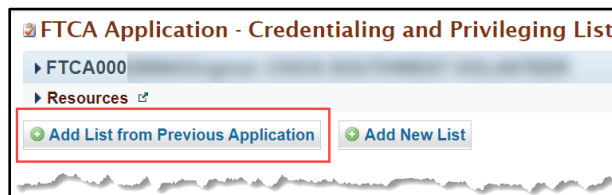


Figure 11: Add List from Previous Application Button

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).

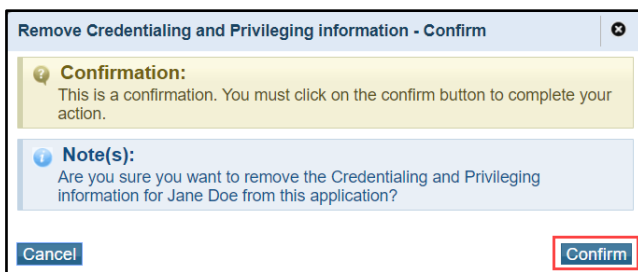


Figure 13: Confirm Button

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 [BHCMIIS Training Materials Webpage](#).