

# **USER MANUAL**

## **CREDENTIALING & PRIVILEGING APPLICATION UNIVERSITY MALAYA MEDICAL CENTER FOR COMMITTEE AND SECRETARIAT**

(VERSION 1.0)

PREPARED BY  
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## **Document Control**

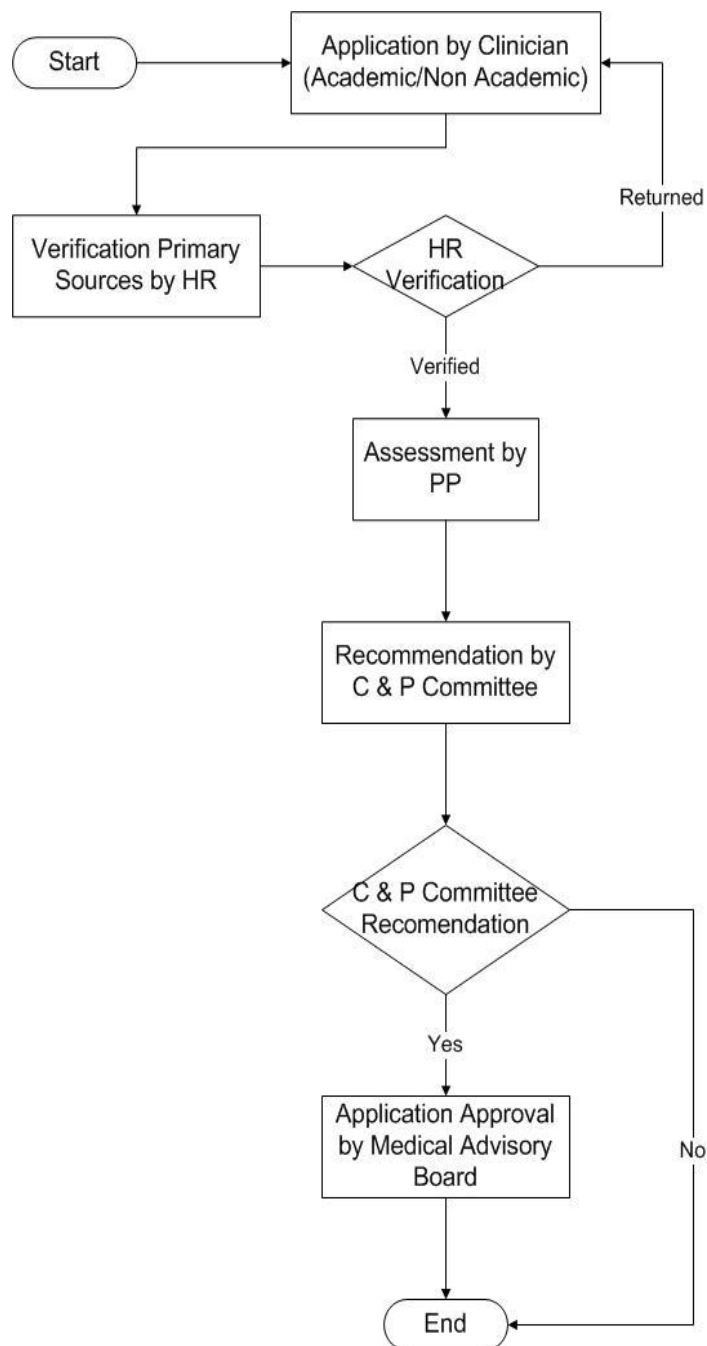
<b>Document Name</b>	<b>Version</b>	<b>Author</b>	<b>Date</b>
User Manual for Credential & Privileging Application For Committee And Secretariat	1.0	Idris bin Ahmed	18 April 2011

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## 1.0 Introduction

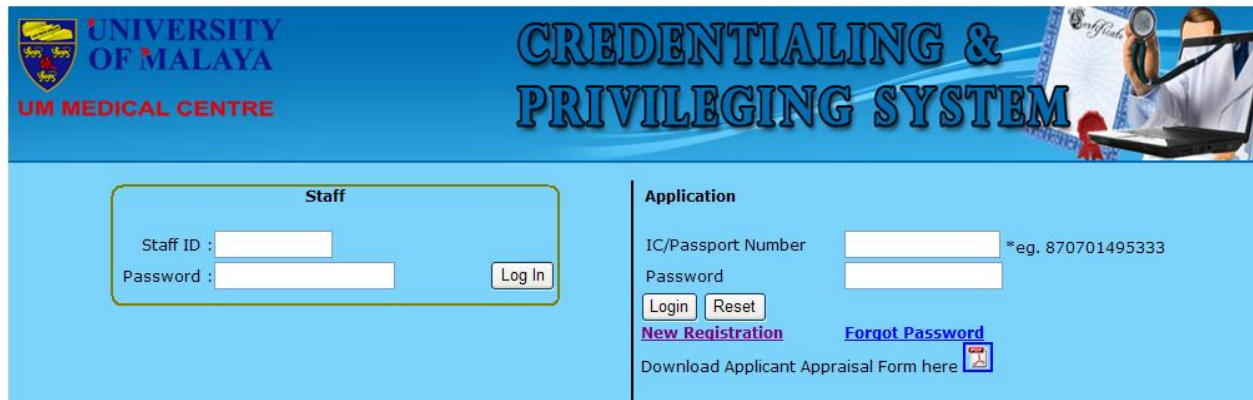
Credentialing & Privileging Application system is developed to replace the manual process to apply for credentialing and privileging to practice specific health services. The address/URL to access this system is <http://cp.ummc.edu.my>.



## 1.0 Secretariat

### 1.1. Login

- a) From the login screen fill in Staff ID and eHR password.



### 1.2. Verification Primary Sources

- a) To verify applications, click Verify Primary Sources link at the main page or the left menu.



- b) From the application list shown, click at applicant name to view application detail and make verification.

\*Click **Applicant Name** to view detail.

**Verification Primary Sources**

No.	Application Date	Applicant Name	Position	Status
1	25/04/2011	IDRIS BIN AHMED	Senior Consultant	Submitted

c) Fill in the verification part in the application detail as below.

Evidence of Qualification	:	<a href="#">View</a>	<input type="radio"/> Yes	<input type="radio"/> No
Authentication	:	<input type="radio"/> Email	<input type="radio"/> Letter	<input type="radio"/> Phone Call
Verified by	:	<input type="text"/>	as	<input type="text" value="DEAN OF UNIVERSITY"/>
Name of University	:	<input type="text"/>		
Verified Date	:	<input type="text"/>		*dd/mm/yyyy

d) After verification complete, choose Verified or Return and click Submit for the next process.

Verified  Returned

Fill in the reason this application is returned.

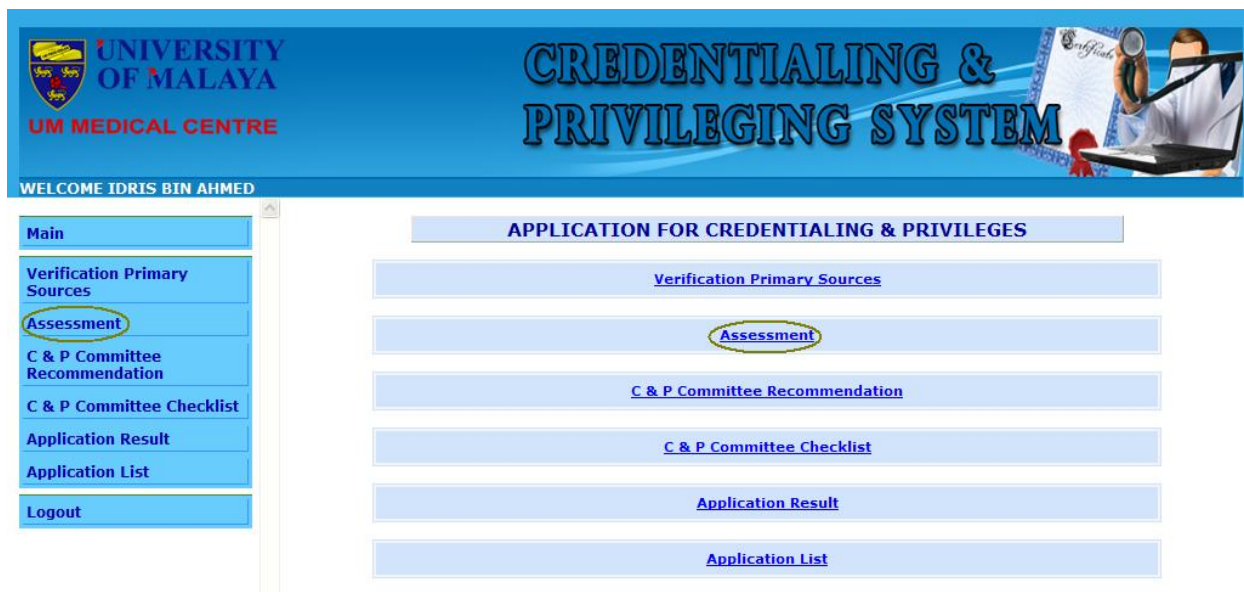
**Note :** Choose Verified or Returned then click Submit to proceed this application.  
If you choose Returned this application will be sent back to applicant for correction.

e) Choose Verified if all needed information is complete and verified.

f) Choose Returned if any incomplete information in the application and fill the text box below it stating the reason. The application will be sent back to applicant for correction.

### 1.3. Assessment

a) To make assessment, click Assessment link at the main page or the left menu.



- b) From application list for assessment, click applicant name to view detail and make assessment.

\*Click **Applicant Name** to view detail.

**Assessment**

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No.	Application Date	Applicant Name	Position
1	25/04/2011	IDRIS BIN AHMED	Senior Consultant

- c) To send the application to Credentialing & Privileging Committee choose from the list of committee member at the bottom of application details, then click Checked.

**Committee Members**

PROF. DATO' DR. PATRICK TAN SEOW KOON (TIMBALAN PENGARAH IKHTISAS)

PROF. DR. CHOON SIEW KIT (PEMANGKU KETUA JABATAN SURGERI ORTOPEDIK)

PROF. DR. SITI ZAWIAH BTE OMAR (KETUA JABATAN OBSTETRIK & GINEKOLOGI)

PROF. DR. THONG MEOW KEONG (KETUA JABATAN PEDIATRIK)

PROF. DR. GOH KHEAN JIN (KETUA JABATAN PERUBATAN)

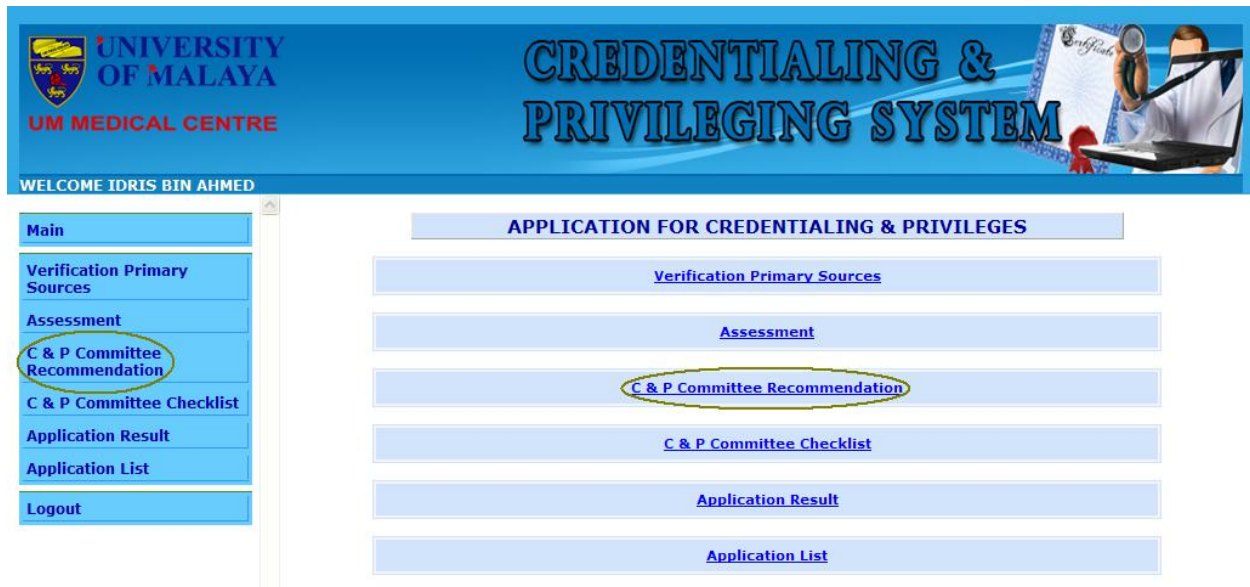
PROF. MADYA DR. ALIZAN ABDUL KHALIL (KETUA JABATAN SURGERI)

- d) The application will be sent to selected committee member for recommendation.

## 2.0 Committee Member

### 2.1. Committee Recommendation

- a) To make recommendation, click C & P Committee Recommendation link at the main page or the left menu.



- b) From application list for recommendation, click applicant name to view application details and make recommendation.

\*Click Applicant Name to view detail.

Credentialing & Privileging Committee Recommendation			
No.	Application Date	Applicant Name	Position
1	25/04/2011	IDRIS BIN AHMED	Senior Consultant

- c) To make recommendation, choose Approve or Reject and fill in the credential recognition at the bottom of the application details. Then click Done to proceed.



Recommendation by committee : PROF. DATO' DR. PATRICK TAN SEOW KOON  
 Approve  Reject

Credential	Recognised	Details	Duration	End Date *dd/mm/yyyy
Basic Degree	Yes <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Specialty Degree	Yes <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Privileging	Yes <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 2.2. Committee Checklist

Display application list sent to committee members and view recommendation done by committee members.

- a) To view application checklist click C & P Committee Checklist link at main page or the left menu.



- b) From application list, click applicant name to view application details and recommendation made by committee member.

## 3.0 Application Result

- a) To give result, click Application Result link at the main page. Screen will show list of application available.

\*Click Applicant Name to view detail.

### Credentialing & Privileging

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No.	Application Date	Applicant Name	Position	Recommender	Recommendation	Result	
1	25/04/2011	IDRIS BIN AHMED	Senior Consultant	PROF. DATO' DR. PATRICK TAN SEOW KOON PROF. DR. SITI ZAWIAH BTE OMAR PROF. DR. GOH KHEAN JIN	Approve	- Choose -	<input type="checkbox"/>

Save

- Choose result and click checkbox at the right of the list and click Save, or
- Click at applicant name to view application and recommendation details by recommender like below.

Recommendation by committee : PROF. DATO' DR. PATRICK TAN SEOW KOON - Approve				
Credential	Recognised	Details	Duration	End Date *dd/mm/yyyy
Basic Degree	Yes	Details <input type="text"/>	3 years	25/04/2014
Specialty Degree	Yes	Details <input type="text"/>	3 years	25/04/2014
Privileging	Yes	Details <input type="text"/>	3 years	25/04/2014
Recommendation by committee : PROF. DR. SITI ZAWIAH BTE OMAR -				
Credential	Recognised	Details	Duration	End Date *dd/mm/yyyy
Basic Degree		<input type="text"/>		
Specialty Degree		<input type="text"/>		
Privileging		<input type="text"/>		
Recommendation by committee : PROF. DR. GOH KHEAN JIN -				
Credential	Recognised	Details	Duration	End Date *dd/mm/yyyy
Basic Degree		<input type="text"/>		
Specialty Degree		<input type="text"/>		
Privileging		<input type="text"/>		
Result :				
<input type="radio"/> Approve <input type="radio"/> Reject				
<input type="button" value="Save"/> <input type="button" value="Back"/>				

Then choose Approve or Reject and click Save.