

USER MANUAL

CREDENTIALING & PRIVILEGING APPLICATION UNIVERSITY MALAYA MEDICAL CENTER FOR APPLICANT

(VERSION 1.0)

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Document Control

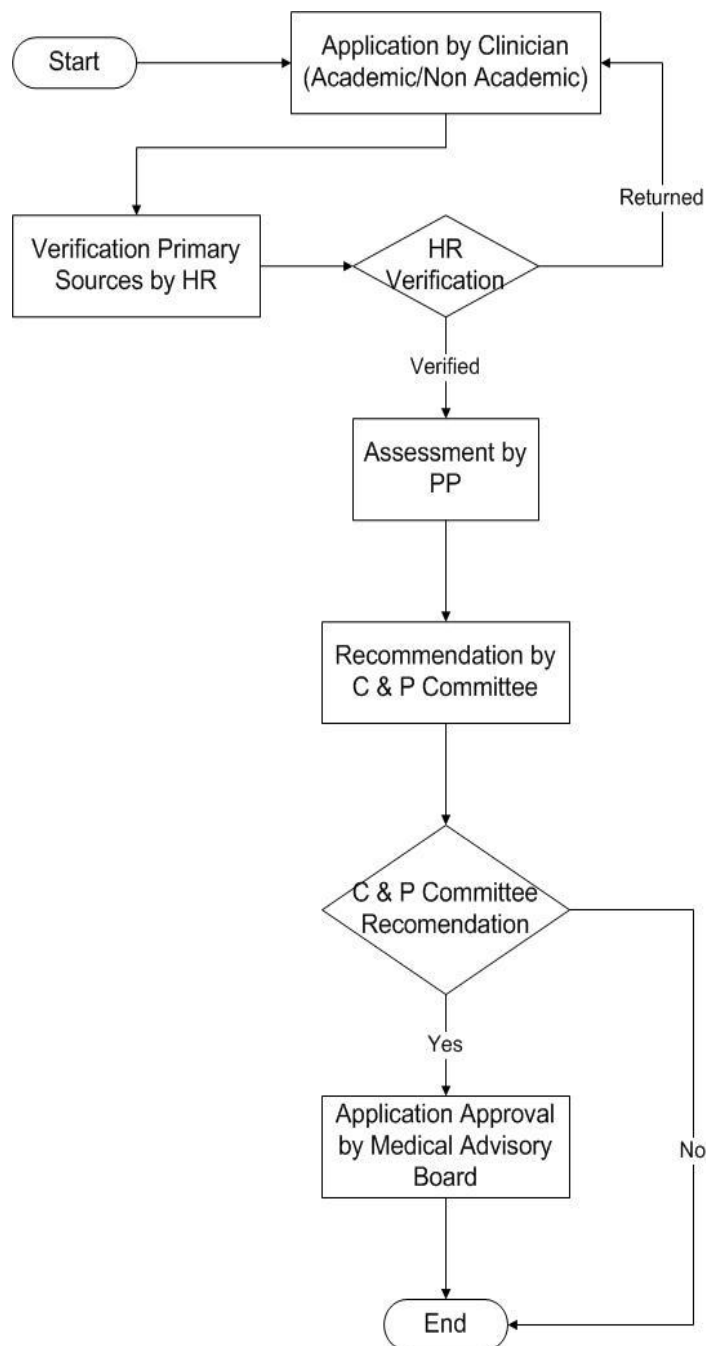
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1.0 Introduction

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>.



2.0 Applicant

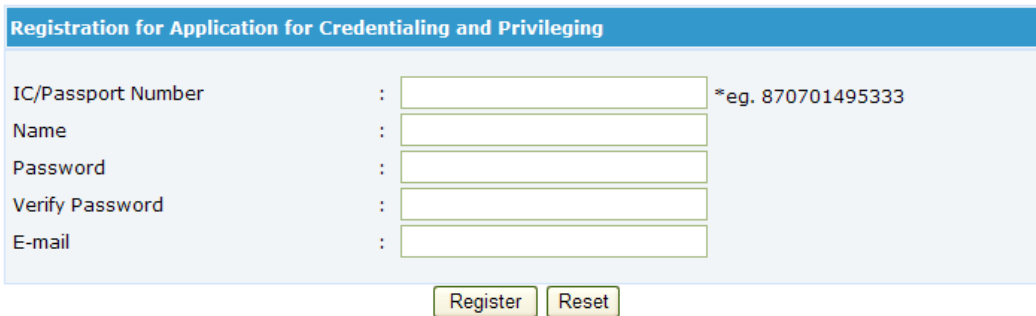
Applicant has to register to apply for credentialing and privileging. Applicant can apply, view status of application and edit application information.

2.1. Registration

- a) To register as an applicant click ‘New Registration’ link on login screen as shown below.



- b) Then fill in the information needed in the registration form.



- c) After registration complete, page will be redirection to main page like below.



2.2. Application

- a) To make a new application, click Application Form link on the main page or the left menu.



- b) Fill in the form where applicable.

[<<<Back](#) Note : Please complete the form in 2 days. This application will be submitted automatically after 2 days. Size of each file to be upload must not more than 4MB.

APPLICATION FORM

1. Personal Details

Name :

Home Address :

Postcode :

Office Address :

Telephone Office : 3332 Residence : Mobile :

Staff Position :

Grade of Position :

Duration of Service in the above position : From to *dd/mm/yyyy

Date of appointment to UM/UMMC : *dd/mm/yyyy

2. Professional Qualifications

2.1 Basic Qualifications:

Qualification :

University/Awarding Body :

Date of Qualification : *dd/mm/yyyy

Document or evidence of qualification :

- c) After complete the form, click checkbox authorization then click Save or Save & Submit at the bottom of the form.

I authorize the UMMC Credentialing & Privileging Committee to consult with all persons or places of employment or education that may have information bearing on professional qualifications and competence to carry out the credentials I have requested. I release from liability all those who provide information in good faith and without malice in response to such enquiries.

Save

Save & Submit

Local intranet

Click Save to save the form without submitting the application for processing and all information can be edited later. Click Save & Submit to submit the application for processing and any information will not available for edit.

2.3. Application Status

a) To view application status, click Application Status link at main page.



b) Application status will be display as below.

Application List		
No.	Application Date	Application Status
1	26/04/2011	Saved
2	25/04/2011	Submitted

2.4. View / Edit Application

a) To view or edit an application click at the application date at the application status screen. If the application is editable it will show just like application form. If the application is not editable it will show like below.

APPLICATION PREVIEW

1. Personal Details

Name : ██████████
 Home Address : ██████████
 Office Address : ██████████
 Telephone Office : 3332 Residence : ██████████ Mobile : ██████████
 Staff Position : Senior Consultant
 Grade of Position : ██████████
 Duration of Service in the above position : From 25/04/2011 to 25/04/2011
 Date of appointment to UM/UMMC : 25/04/2011

2. Professional Qualifications

2.1 Basic Qualifications:

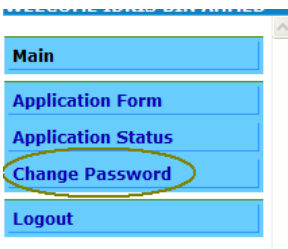
Qualification : gggg
 University/Awarding Body : ggg
 Date of Qualification : 25/04/2011
 Evidence of Qualification : [View](#)

2.2 Post Graduates Qualifications:

Qualification :
 University/Awarding Body :
 Date of Qualification :
 Duration of experience after qualified :
 Evidence of Qualification : [View](#)

2.5. Change Password

a) To change password, click Change Password on the left menu.



b) Then fill in the form and click Submit button.

Reset Password

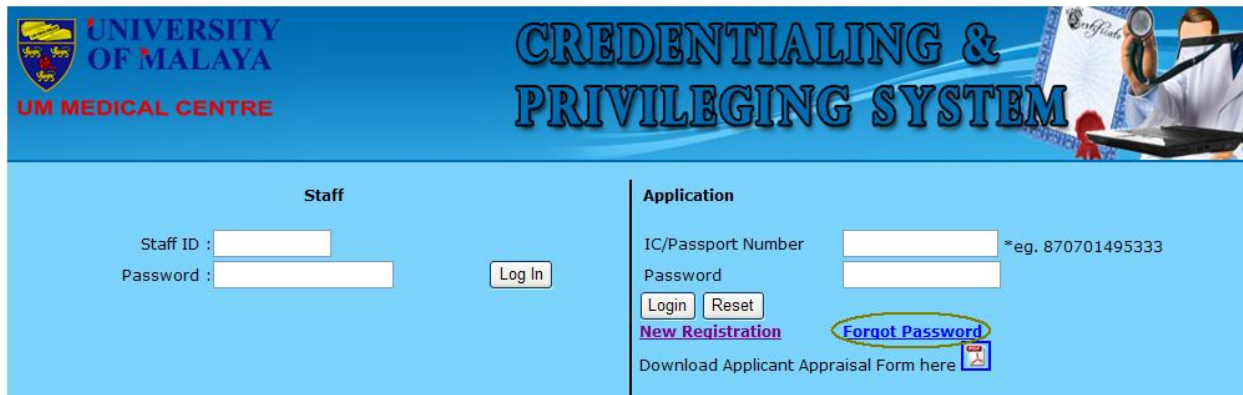
Old Password :

New Password :

Verify New Password :

2.6. Reset Password

- a) To reset forgotten password, click Forgot Password link on the login screen.



Staff

Staff ID :

Password :

Log In


Application

IC/Passport Number *eg. 870701495333

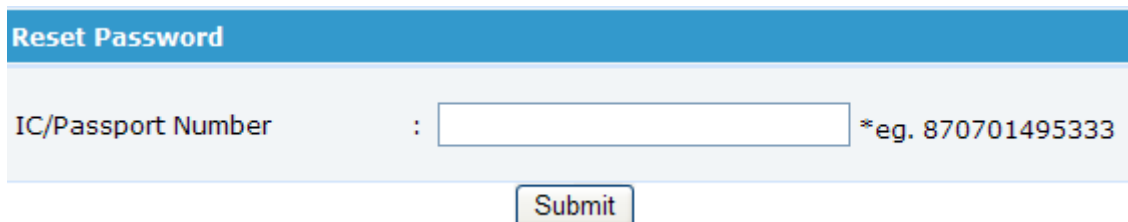
Password

Login Reset

[New Registration](#) [Forgot Password](#)

Download Applicant Appraisal Form here 

- b) Insert the registered IC/Passport number then click Submit. System will send the new password to the email registered to the IC/Passport number.



Reset Password

IC/Passport Number : *eg. 870701495333

Submit