# 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).



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

<b>⊟</b> My	/ Grant Por	tfolio - Lis	t j			
	Grant Number	Organization Name	Current Budget Period	rant stive	Last Award Issue Date	Options
	Y	Y		• •		
×	H80CS		02/01/202 01/31/2025	'es	03/03/2022	🚔 Grant Folder 🔻

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

- 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.
- 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.

■FTCA Home	
FTCA	
Requests A	Program Resources
Create Application     Work on Existing Application	<ul> <li>PAL &amp;</li> <li>PIN &amp;</li> <li>FTCA Resources &amp;</li> <li>Help &amp;</li> </ul>

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.

Def FTCA Application - Create
Deeming Application Type
The allowable application type selections are predetermined based on the most recent information available in the FTCA System.
Initial Deeming Redeeming
Supplemental Application Type Supplemental applications are only available to grantees who are currently FTCA deemed.
O Volunteers Supplemental
Cancel

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.

<b>BFTCA Application - Credentialing and Privileging List</b>				
FTCA000	and the second second second			
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Add List from Previous Application	Add New List			
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Figure 6: Add New List Button				

re 6: Add New List Butto

- 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.

<b>TCA Application - Add Cred</b>	entialing and Privileging information				
Fields with • are required.					
Add Credentialing and Privileging Details					
Prefix	<b>v</b>				
First Name					
Middle Name					
Last Name					
Professional Designation	(e.g. MD, RN, CNM)				
Clinical Staff Type	×				
Most Recent Credentialing Date	(mm/dd/yyyy)				
Most Recent Privileging Date	(mm/dd/yyyy)				
Initial Credentialing or Recredentialing	O Initial Credentialing O Recredentialing				
<ul> <li>I attest that the documents noted below, as outlined in Chapter 5 of the Health Center Compliance Manual have been collected and verified in the form and manner prescribed by HRSA and the individual is fully credentialed and privileged. Furthermore, I am able to provide documented proof full credentialing and priv H ing upon request.</li> </ul>					
□ Yes					
0 ntialing	manual the former and see and some the former				

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.

Credentialing				
Current licensure, r	egistratio	n, or certif	ication using a primary source verific	ation (Minimum 0) (Maximum 10
				Attach File
Document Name	Size	Date Attached	Description	Options
			No documents attached	
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Privileging				
Privileging			ation, and communicable disease stat	
Privileging				
Privileging Verification of fitnes	ss for dut	y, immuniz Date	ation, and communicable disease stat	Attach File
Privileging		y, immuniz		
Privileging Verification of fitnes	ss for dut	y, immuniz Date	ation, and communicable disease stat	Attach File

Figure 8: Attach File Button

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

<ul> <li>Document (4)</li> </ul>	Choose File No file chosen	
Purpose	Education and training for initial credentialing, using: ~	
Description	Approximately 1/4 page (I) (Max 500 Characters without spaces): 500 Characters left.	
6	Upload Cancel	

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.

 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.

FTCA Application - Status Overview						
Section	Туре	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-Stantad	Update -			

Figure 10: Update Link

 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.

FTCA Application - Credentialing and Privileging List					
FTCA000					
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O Add List from Previous Application	Add New List				
المحرر المحاري المداري المنار المستنبي وورار المناطق فالمتعالي المحاري المحارية المحارية المحارية المحارية					

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 <u>BPHC Contact Form</u> and submit your inquiry.

Access the training resources on the <u>BHCMIS Training</u> <u>Materials Webpage</u>.