Approving a Prescreening Request With or Without an Emergency Justification for Non-Hospital Contracts
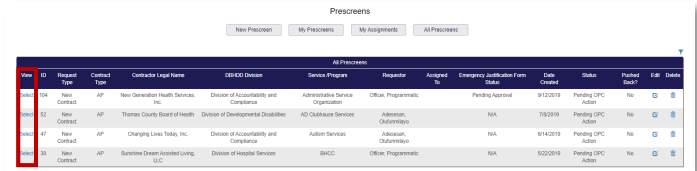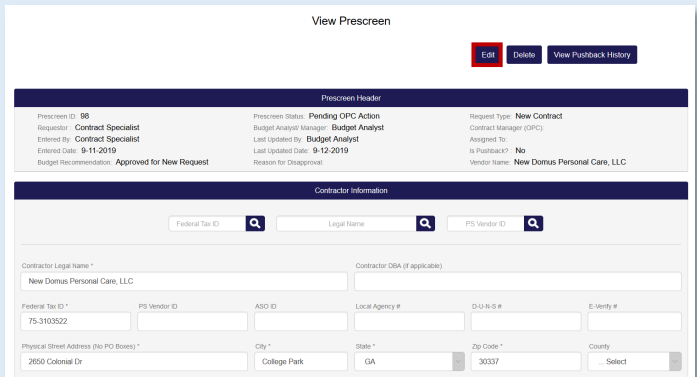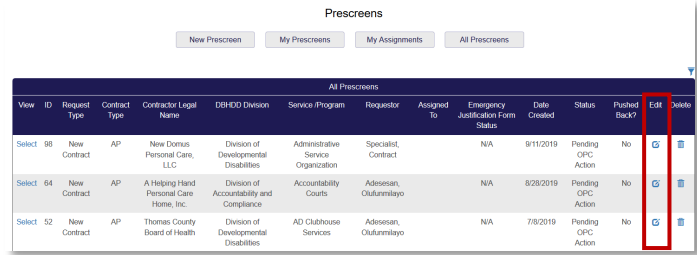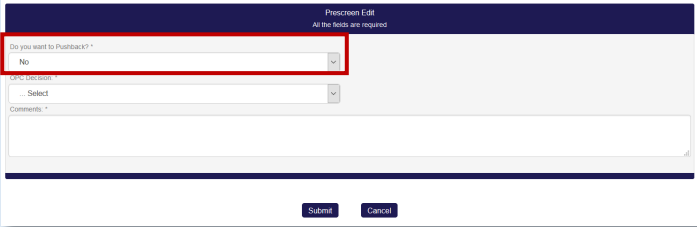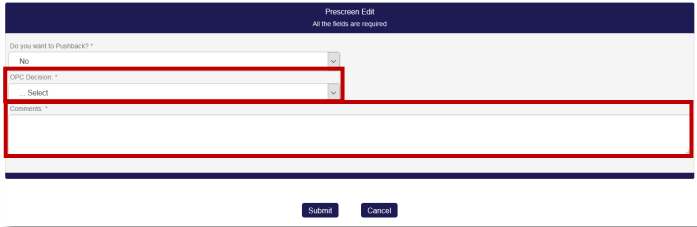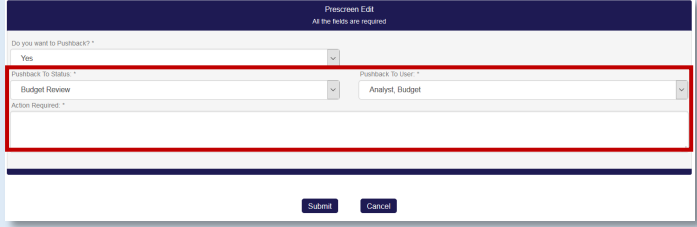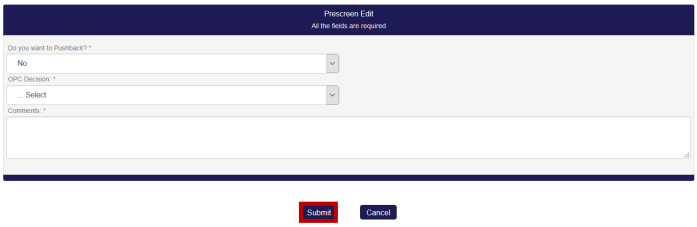
SUMMARY

This job aid shows how to approve a Prescreen request with or without an emergency justification for non-hospital contracts.
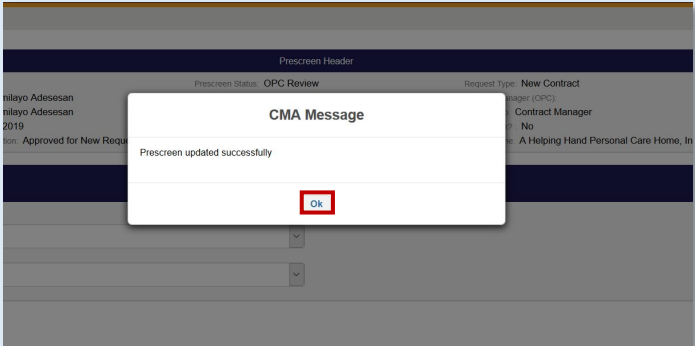
Step	Action	Visual
1	To log in to **Contract Management Application,** enter your **User ID** and **Password.** Select the **Log In** button**.** If the **User ID** and **Password** are entered correctly, the **Overview** page will open.	
2	To access the Prescreens, select the **Prescreens** link at the top of the page, or select the **Prescreens** button in the middle of the page. The **Prescreens** page will open.	
3	Select the **Filter** icon at the top right of the **Prescreens** page. The **All Prescreens** window displays.	

Step	Action	Visual
4	Within the **Status** field, select the dropdown arrow and choose **Pending OPC Action** to search for Prescreens pending a review. Select **Apply**.	
5	Prescreens with the status of **Pending OPC Action** will appear.	
6	Select the **Select** link within the **View** column to access the Prescreen you plan to approve.	
7	The Prescreen displays with all the information the requestor entered. At the top right of the Prescreen select the **Edit** button.	
8	**NOTE:** Another way you can edit the Prescreen is to select the **Edit** icon located in the **Edit** column field.	

Step	Action	Visual
9	In the **Prescreen Edit** section, the **Do you want to Pushback?** field defaults to **No**.	
10	If there is no reason to push back the Prescreen, select the dropdown arrow in the **OPC Decision** field and choose **Approved, Archived, Deleted, Denied,** or **Suspend.** Add relevant comments in the **Comments** field.	
11	If there is a reason to push back the Prescreen, choose **Yes** for the **Do you want to Pushback?** field. The **Pushback To Status**, **Pushback To User,** and **Action Required** fields will appear. Select the dropdown arrow in the **Pushback To Status** field and choose **Budget Review**, **Pending OPC Action,** or **Pending Requestor Action**. Select the dropdown arrow in the **Pushback To User** field and select the appropriate option. In the **Action Required** field, provide the reason why you are pushing back the Prescreen.	
12	Select the **Submit** button.	

Step	Action	Visual
13	A **CMA Message** displays indicating that the "**Prescreen updated successfully**." Click the **Ok** button.	