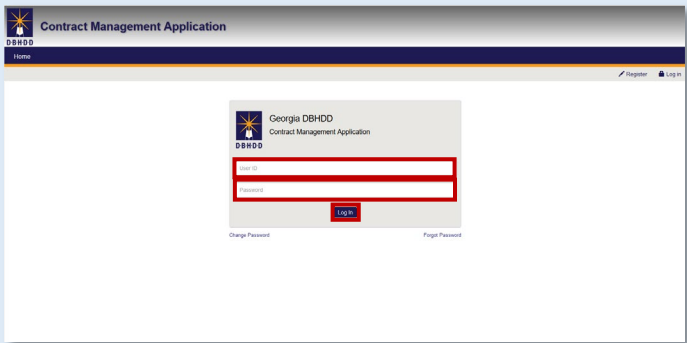
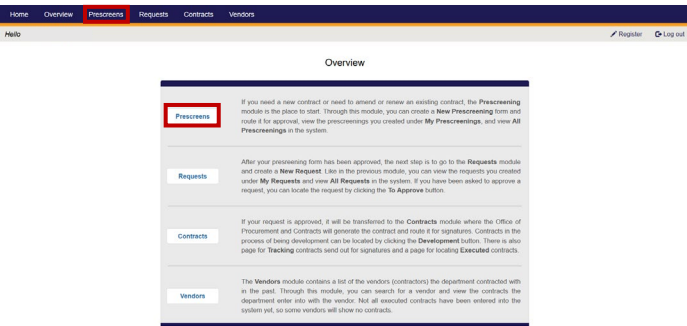
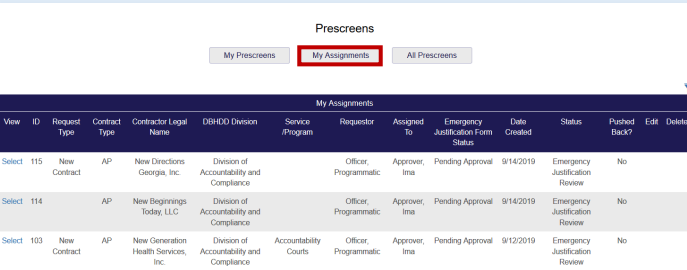


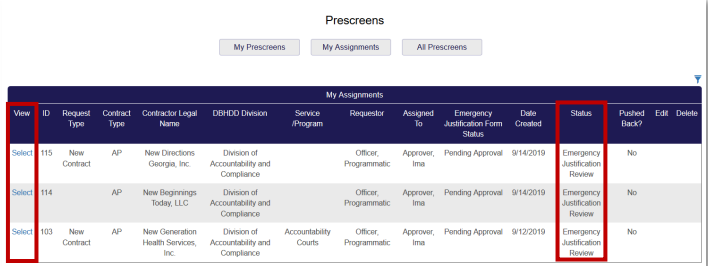
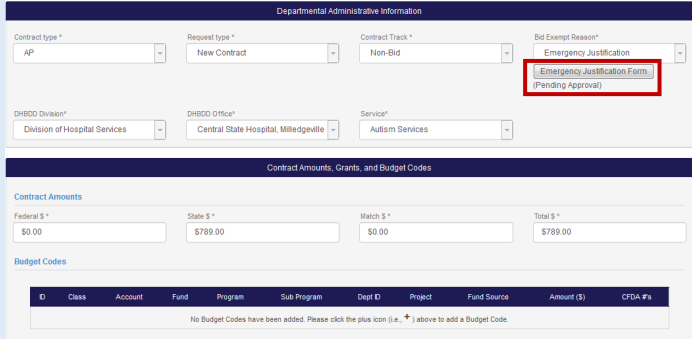

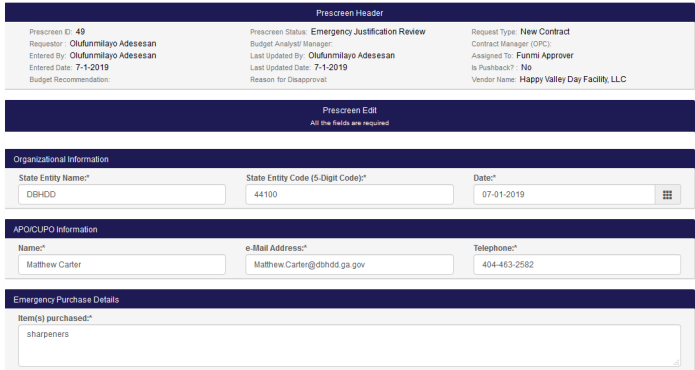
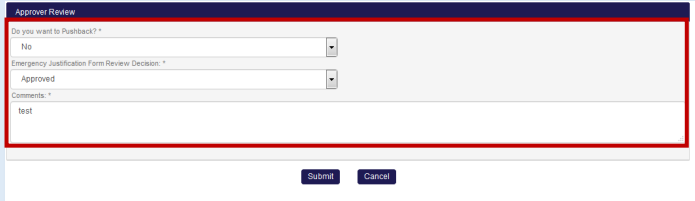


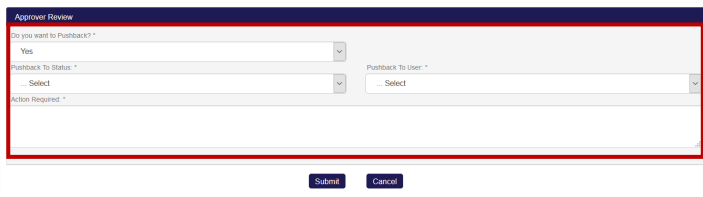
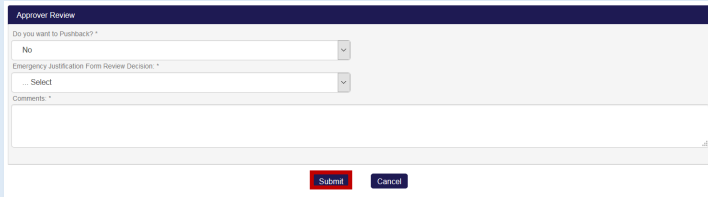
# Approving an Emergency Justification Form for Hospital Contracts

## SUMMARY

This job aid shows how to approve a Prescreen request with an Emergency Justification Form for hospital contracts.

Step	Action	Visual
1	<p>To log in to <b>Contract Management Application</b>, enter your <b>User ID</b> and <b>Password</b>.</p> <p>Select the <b>Log In</b> button. If the <b>User ID</b> and <b>Password</b> are entered correctly, the <b>Overview</b> page will open.</p>	
2	<p>To access the Prescreens, click the <b>Prescreens</b> link at the top of the page or select the <b>Prescreens</b> button in the middle of the page.</p> <p>The <b>Prescreens</b> page will open.</p>	
3	<p>Select the <b>My Assignments</b> button.</p>	

Step	Action	Visual
4	<p>In the <b>Status</b> column, you will see “<b>Emergency Justification Review</b>” displayed.</p> <p>In the <b>View</b> column, select the <b>Select</b> link to display the Prescreen you plan to approve.</p>	
5	<p>Select the <b>Emergency Justification Form</b> button under the <b>Bid Exempt Reason</b> field.</p>	
6	<p>The <b>Emergency Justification Form</b> displays.</p> <p> <b>NOTE:</b> You are unable to modify any of the information in the <b>Emergency Justification Form</b>.</p>	
7	<p>Scroll to the <b>Approver Review</b> section. For the <b>Do you want to Pushback?</b> field, select the dropdown arrow and choose <b>Yes</b> or <b>No</b>.</p> <p>If you select <b>No</b>, select the dropdown arrow in the <b>Emergency Justification Form Review Decision</b> and select <b>Approved</b>.</p> <p>Enter your comment in the <b>Comments</b> field.</p>	

Step	Action	Visual
8	<p>If you select <b>Yes</b>, select the dropdown arrow in the <b>Pushback To Status</b> field and choose <b>Budget Review</b>, <b>Pending OPC Action</b>, or <b>Pending Requestor Action</b>.</p> <p>Select the dropdown arrow in the <b>Pushback To User</b> field and select the appropriate option.</p> <p>In the <b>Action Required</b> field, provide the reason why you are pushing back the Prescreen.</p>	
9	Select the <b>Submit</b> button.	
10	<p>A <b>CMA Message</b> displays indicating that the “<b>Emergency Justification Form status is successfully updated.</b>”</p> <p>Select the <b>Ok</b> button.</p> <p>The <b>Emergency Justification Form</b> has been approved and it will return to the requestor to do the budgeting.</p>	