

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	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.	Contract Management Application To Contract Management Application Contract Management Application
2	To access the Prescreens, click 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.	Year Year <th< th=""></th<>
3	Select the My Assignments button.	My Prescreens My Assignments Al Prescreens Vew ID Rogand Contract Operand Operand



Step	Action	Visual
4	In the Status column, you will see " Emergency Justification Review " displayed. In the View column, select the Select link to display the Prescreen you plan to approve.	Prescreens My Prescreens My Assignments All Prescreens My Prescreens My Assignments All Prescreens Vew IP respect Context Contractor (prescreens) My Assignments All Prescreens Vew IP respect Context Contractor (prescreens) DiftCD Devicen Serve Prescreens Requester Assignments Director (prescreens) Director (prescrens)<
5	Select the Emergency Justification Form button under the Bid Exempt Reason field.	Departmental Administrative information Outriset type * Request type * AP In Period of Administrative information Default type * New Contract * In Period of Approxity Entragency Justification Form (Pending Approxity) Details of Hospital Services Details State Hospital, Mink diperility = Contract Amounts Central State Hospital, Mink diperility = Contract Amounts Central state Hospital, Mink diperility = Contract Amounts Central state Hospital, Mink diperility = Federal 5 * Details 5 * Contract Amounts Grants and Budget Codes D Cask 5 * D Cask 5 * D Cask Account Fund Angum State Codes Enclose D Cask Account Fund No Budget Codes have been added. Pease click the plak icon (Le, *) show to add a Budget Code Amount (3)
6	The Emergency Justification Form displays. NOTE: You are unable to modify any of the information in the Emergency Justification Form.	Prescent Header Prescent D. 49 Prescent Balax Emerging, Justification Rivery Request Top: New Contrad. Entered Dr. 74-2019 Endpoint Adaptive Menager: Context Headpoint (PD): Entered Dr. 74-2019 Endpoint Recemendation: Breaces Tot Dispoint (PD): Bidget Recemendation: Prescent D. 40 (PD): Breaces Tot Dispoint (PD): Prescent D. 40 Prescent D. 40 (PD): Breaces Tot Dispoint (PD): Bidget Recemendation: Prescent D. 41 Context Headpoint (PD): Prescent D. 40 Prescent D. 41 Context Headpoint (PD): Bidget Recemendation: Rescent for Dispoint (PD): Breaces Tot Dispoint (PD): Prescent D. 41 Prescent D. 41 Context Headpoint (PD): Prescent D. 41 Prescent D. 41 Context Headpoint (PD): Prescent D. 41 Prescent D. 41 Context Headpoint (PD): Prescent D. 41 Prescent D. 41 Context Headpoint (PD): Prescent D. 41 Prescent D. 41 Context Headpoint (PD): Prescent D. 41 Prescent D. 41 Prescent D. 41 Prescent D. 41 Represcient (PD): Prescent (PD): Prescent D. 41 Represcient (PD): Prescent (PD): Prescent D. 41 Reference Prescent (PD): Prescent D. 41 Reference
7	Scroll to the Approver Review section. For the Do you want to Pushback? field, select the dropdown arrow and choose Yes or No . If you select No , select the dropdown arrow in the Emergency Justification Form Review Decision and select Approved . Enter your comment in the Comments field.	Approved Review Or you want to Pachasa?* Paregency Juditization from Review Decision ** Approved A Comments.* Base



Pathack To User * Select V
Submit Cancel
Submit Cence
Prescreen Header Prescreen Status: Emergency Justification Review Request Type: New Contract CMA Message Image: (OPD): CMA Message Prescreen Status: Emergency Justification Review cy Justification Form status is successfully updated Prescreen Status: Environmentation Ck New Directions Georg State Entity Code (6-Digit Code):* Date:* 44100 09-14-2019 e-Mail Address:* Telephone:* Matthew Carter@dbhdd ga gov 404-463-2582