

QualityNet | CCSQ ServiceNow



May 23, 2024

CCSQ Support Central: Call Scheduling Enhancements

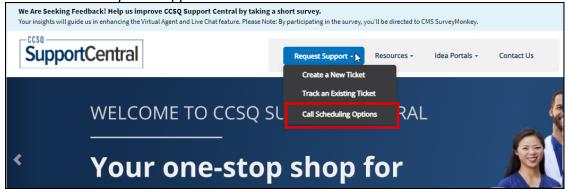
Affected Customers: CCSQ Support Central Customers

On May 23, 2024, at 8:30 PM ET, CCSQ ServiceNow will implement updates to CCSQ Support Central.

These updates will improve the Customer Experience when utilizing the 'Schedule a Call' functionality in CCSQ Support Central by implementing the ability to modify and or cancel existing appointments as well as schedule same day appointments.

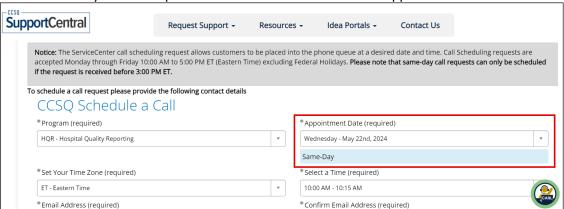
'Schedule a Call' enhancements include:

- CCSQ Support Central Home Page Updates
 - A new option for the customer to navigate to the 'Call Scheduling Options' page will be added under Request Support.

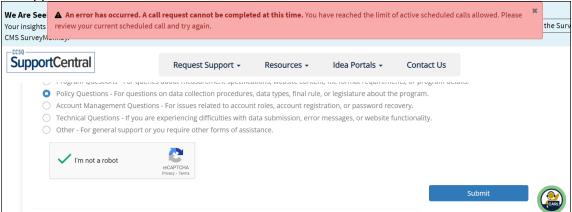


Webform Updates to the 'Schedule a Call' Page

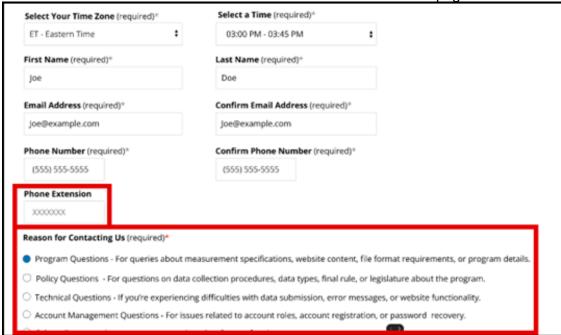
A 'Same-Day' callback option will be added underneath the 'Appointment Date' field.



 An error message will display when the customer tries to schedule a call and an error has occurred. This error occurs when the customer tries to schedule more than one appointment.

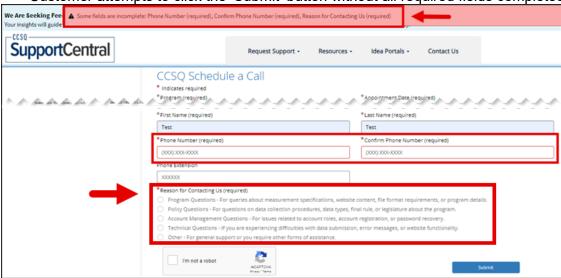


A 'Phone Extension' field will be added to the 'Schedule a Call' page.

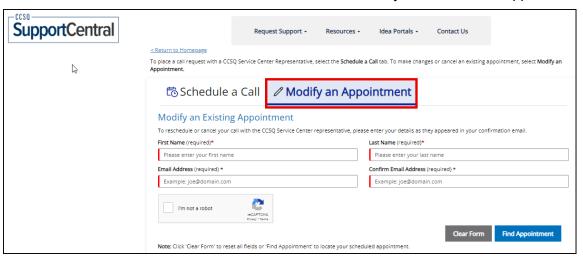


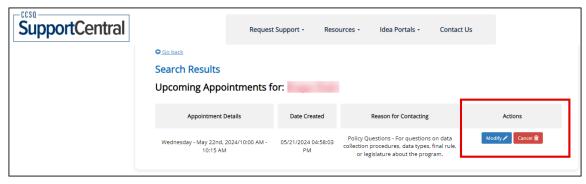
 The 'Reason for Contacting Us' field will provide details/examples for each selection to clarify what category to select based on the customer's specific request.

The Captcha on the 'Schedule A Call' page will include error messaging when the Customer attempts to click the 'Submit' button without all required fields completed.

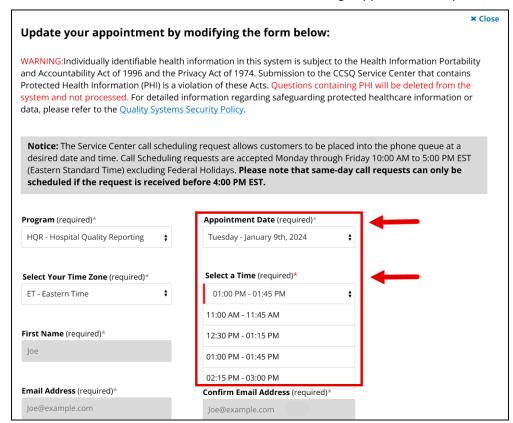


- The Customer will be able to update or cancel the call after scheduling using the 'Modify an Appointment' option as a tab on the 'Call Scheduling Options' page.
- The Customer will be able to select an 'Action' to Modify or Cancel their appointment.

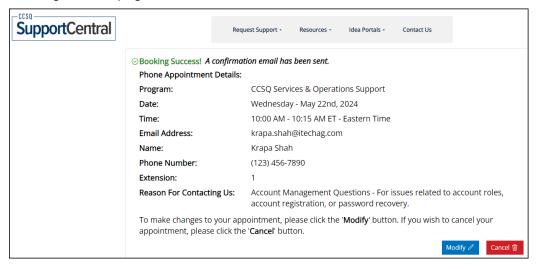




o The Customer will then be able to 'Select a Time' to change appointment day and/or time.



 Once the Customer books their appointment, they will see a 'Booking Success' message on the page.



- Email Notification Updates
 - o An initial email notification will be sent upon scheduling a call.



 A reminder email for the appointment will be sent to the Customer 1 hour in advance of the scheduled call.



An email notification will be sent upon rescheduling a call.



 If the call scheduling appointment is cancelled, the customer will receive an email confirmation.



For more information, review the Knowledge Article titled <u>Call Scheduling Enhancements</u> after the update is completed on May 23, 2024, at 8:30 PM ET. *Note: To view Knowledge Articles, you will need to sign into your CCSQ ServiceNow account.*

If you need additional information, contact us:

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Center for Clinical Standards and Quality (CCSQ)