

Facility Editor

Quick Start Guide



Search for a Facility

1. From the *CROWNWeb Home Page*, click **Facilities**. The *Search Facilities* screen displays.
2. Enter your search criteria, and then click **Search**. The *Facility Search Results* screen displays a list of facilities matching your search criteria.
3. To view information on a facility, click the **CROWN Fac ID** for the desired facility. The *Facility Details (Submitted)* screen displays the facility information.
4. To modify facility information, click **Edit**. The *Edit Facility Details (Submitted)* screen displays.
5. Make desired changes, and then click **Submit**. The *Facility Details (Submitted)* screen displays the current information.

Search for an Existing Patient

1. From the *CROWNWeb Home Page*, click **Patients**. The *Search for Patients* screen displays.
2. Enter your search criteria, and then click **Search**. The *Patient Search Results* screen displays a list of patients matching your search criteria.
3. To view attributes for a patient, click the **CROWN UPI** number in the left column. The *View Patient Attributes* screen displays.

4. To view the history of Admissions and Discharges, click **Admit/Discharge Summary**. The *Admit/Discharge Summary* screen displays.
5. To view details on an admission, click the **Admit Date**. The *View Admit/ Discharge Information* screen displays.
6. To edit the Admit/Discharge, click **Edit Admit/Discharge**. The *Edit Admit/Discharge* screen displays.
7. Make desired changes, and then click **Submit**. The message "*Patient Admit/Discharge Submitted*" displays.

Perform a PART Verification

1. From the *CROWNWeb Home Page*, click **Patients**. The *Search for Patients* screen displays.
2. Click **PART**. The *PART Verification* screen displays.
3. Enter your search criteria and click **Go**. The *PART Verification* screen displays a list of all patients meeting the search criteria.
4. To verify a patient, click the checkbox beside desired patient(s) and then click **Verify**. The message "*Patient Records Verified*" displays.

Search for Personnel

1. From the *CROWNWeb Home Page*, click **Personnel**. The *Search for Personnel* screen displays.
2. Enter your search terms and click **Search**. The *Personnel Search Results* screen displays a list of personnel matching your search criteria.

3. To view information on a specific person, click their Personnel **Name**. The *View Personnel Detail* screen displays their detailed information.
4. To edit their information, click **Edit**. The *Edit a Submitted Personnel Record* screen displays.
5. Make desired changes, and then click **Submit**. The message "*Personnel Submitted*" displays.

Add Personnel

1. From the *CROWNWeb Home Page*, click **Personnel**. The *Search for Personnel* screen displays.
2. From the *Search for Personnel* screen, click **Add Personnel**. The *Personnel List for Selected Facilities* screen displays a list of existing personnel.
3. Click **Add New**. The *Add Personnel* screen displays.
4. Enter required information, and then click **Submit**. The message "*Personnel Submitted*" displays.

View and Print a Form

1. From the *CROWNWeb Home Page*, click **Reports**. The *Forms and Reports* screen displays.
2. Click the desired **Form**. A new web browser window opens, displaying the selected form.
3. Click the **Print Icon** to print the form.

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View and Print a Report

1. From the *CROWNWeb Home Page*, click **Reports**. The *Forms and Reports* screen displays. Click the desired **Report**. A new web browser window opens, displaying the selection criteria for the report.
2. Enter the selection criteria, and then click **Finish**. The *Cognos Viewer* displays the desired report.
3. Click the **Print Icon** to send the form to your default printer.

Complete a 2728

1. From the *CROWNWeb Home Page*, click **Patients**. The *Search for Patients* screen displays.
2. Enter your search criteria, and then click **Search**. The *Patient Search Results* screen displays a list of patients matching your search criteria.
3. Click the **CROWN UPI** for the desired patient. The *View Patient Attributes* screen displays.
4. Click **2728**. The *Manage 2728s* screen displays a list of 2728s that need to be completed.
5. Click the desired **Add 2728** button. The *Add an ESRD Medical Evidence (2728)* screen displays.

6. Enter required information, and then click **Submit**. The message "*View ESRD Medical Evidence (2728) – Submitted*" displays.

Complete a 2746

1. From the *CROWNWeb Home Page*, click **Patients**. The *Search for Patients* screen displays.
2. Enter your search criteria, and then click **Search**. The *Patient Search Results* screen displays a list of patients matching your search criteria.
3. Click the **CROWN UPI** for the desired patient. The *View Patient Attributes* screen displays.
4. Click **Edit Patient**. The *Edit Patient Attributes* screen displays.
5. Enter the **Date of Death** and **Primary Cause of Death Code** and **Description**, and then click **Submit**. The message "*Patient Details Submitted*" displays.
6. Click **Admit/Discharge Summary**. The *Admit/Discharge Summary* screen displays.
7. Click the **Admit Date** that the patient was admitted to your facility. The *View Admit/Discharge Information* screen displays.
8. Click **Edit Admit/Discharge**. The *Edit Admit/Discharge Information* screen displays.
9. Enter the **Discharge Date** and select **Death** for the **Discharge Reason**, and then click **Submit**. The message "*Patient Admit/Discharge Submitted*" displays.

10. Click **View Patient Attribute**. The *View Patient Attributes* screen displays.
11. Click **Add 2746**. The *Add a New Death Notice (2746)* screen displays.
12. Enter required information, and then click **Submit**. The message "*View a Death Notice (2746) Submitted*" displays.
13. Click **Print** to open a new browser window displaying the ESRD Death Notification for.
14. Click the **Print Icon** to send the form to your default printer.

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