

CROWN Memorandum



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TO: CROWNWEB, Quality Improvement Program, and Renal Management Information System (REMIS) EDI Users and ESRD Networks

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SUBJECT: Guidance for Entering CMS Certification Number (CCN) in the Consolidated Renal Operations in a Web-Enabled Network (CROWNWeb)

This memorandum serves as guidance to the End-Stage Renal Disease (ESRD) Network Community on the process of entering data for a new dialysis facility with a pending CMS Certification Number (CCN) into CROWNWeb.

On November 14, 2014, CMS issued a memorandum (14-0862-GN), titled “Guidance for Entering CCN (CMS Certification Number) in CROWNWeb” stating that facilities with pending requests for CMS certification are not permitted to enter data into CROWNWeb. Given that the ESRD Quality Reporting System (EQRS) now has the capability to receive data from facilities with a pending certification status, we are rescinding our policy and will allow facilities that have applied for a CCN but have not yet received it, to enter data into CROWNWeb effective 1/1/2018. This change will enable renal dialysis facilities to enter data in a timely manner and to meet ESRD QIP data submission requirements.

To allow CROWNWeb to capture data from facilities pending certification, the ESRD Network shall enter pending facilities into CROWNWeb by completing the required fields and selecting the Provider Use Type as “Pending Cert” from the drop-down screen. This change will allow the Network to enter a facility into CROWNWeb without a CCN. The Network shall leave the CCN blank in CROWNWeb until the Division of Survey and Certification provides a CCN to the facility. The Network shall then enter the CCN assigned to the facility by the Division of Survey and Certification and change the Provider Use Type to the appropriate facility type as indicated in the certification letter.

Important notes:

- Never use “temporary” or made-up CCNs to enter a facility in CROWNWeb.
- All facilities entered in CROWNWeb must be entered under their own CMS CCN as issued by the Division of Survey and Certification and upon receipt by the facility. This includes transplant facilities and dialysis facilities affiliated with a hospital. These facilities must not use the hospital CCN

For questions about how to enter a facility into CROWNWeb, please contact the QualityNet Helpdesk at qnetsupport-esrd@hcqis.org or (866) 288-8912.

Please share this information with the facilities within your network. We appreciate your support.