

## CROWNWEB TASK LIST (DAVITA, DCI, FMC, RCG ONLY)

[CROWNWEB USERS MANUAL](#) (Warning: large file—may take a long time to download)  
CROWN HELP DESK: 888-377-3431 / E-mail: [support@crownhelpdesk.com](mailto:support@crownhelpdesk.com)

### VERIFY BATCH DATA AGAINST PAR (Patient Activity Report) — [WHAT IS BATCH?](#)

- ✓ Prior to sending your PAR to NW 15, make sure all patient events on your PAR are in CWeb. To find what has been batched into CWeb you may either:
  - [Review Audit Reports](#)
  - Look up patients on your PAR to see if they are in CWeb and have accurate admit/discharge and treatment records.
- ✓ If events are wrong or missing, you must change or add them to CWeb manually.

### ENTER FORMS — [INSTRUCTIONS](#) (From Website select “CROWNWeb” at far left, click on “Patients”, then “Add Initial CMS 2728 Form” or “Add CMS-2746 Form.”)

- ✓ Enter all 2728's for New Start patients. — [WHO NEEDS A 2728?](#)
  - If you know a patient needs a 2728, but CROWNWeb says no form is required, be sure admit reason is New Start. (We know that some LDOs are batch uploading New Starts as Transfer-ins.)
  - If the Admit/Discharge record is incorrect, change the event in CROWNWeb and submit the form.
    - Call the Network if you think a 2728 form is necessary but still cannot enter the form.
- ✓ Enter all 2746s on newly deceased patients. If pt has another discharge event (such as discontinue), you must change the final discharge to death in order to enter the 2746.

### VERIFY PART IN CWeb (by the 10th of every month) — [INSTRUCTIONS](#)

- ✓ Verify all patients on the PART list (Name, DOB, Admit/Discharge dates, Modality, Transient Status, and Nephrologist).
- ✓ If patient is listed as transient, but has been at your unit for over 30 days, change patient status to non-transient. [INSTRUCTIONS](#)
- ✓ If patients are missing, verify the patient has been admitted in your local data system. If patient is in your local system, call NW 15 at 303-860-1515.
- ✓ If you see patients that should be discharged, enter the discharge manually into CWeb. [INSTRUCTIONS](#) (From Website select “CROWNWeb” at far left, click on “Patients”, then “Discharge a Patient”)
- ✓ **If you see a patient in CWeb that you know is acute, immediately notify NW 15.**
- ✓ If a patient is listed twice, check for a duplicate treatment record. — [INSTRUCTIONS](#)

### VERIFY VASCULAR ACCESS DATA (last week of every month) — [INSTRUCTIONS](#)

- ✓ Verify all current patients have the current month's vascular access data before the end of the following month. (example: you have until May 31<sup>st</sup> to enter April's data)
  - If information is missing, check with your corporation to make sure vascular access data has been batched (some LDO's only batch clinical data once a month).
  - If you are approaching the end of the following month and information is still missing, you need to manually enter that vascular access data. [INSTRUCTIONS](#) (From Website select “CROWNWeb” at far left, click on “Clinical”, then “Add Vascular Access Information.”)

## **MANAGE MY ACCOUNT (as needed)**

- ✓ My password is about to expire. (passwords expire after 60 days) — [CLICK HERE TO RESET](#)
- ✓ Do I need to sign up another user?
  - If yes, download the applicable account packet at the [NETWORK 15 WEBSITE](#).

## **FACILITY MAINTENANCE (as needed)**

- ✓ View your facility information and update any shift information, services, and other important information. [INSTRUCTIONS](#) (From Website select “CROWNWeb” at far left, click on “Facilities”, then “Edit Facility Details and Default Preferences.”)

## **PERSONNEL MAINTENANCE (as needed)**

- ✓ Add or delete any personnel from your facility as needed.
- ✓ If someone has left your facility that no longer requires CROWNWeb access, deactivate their account. [INSTRUCTIONS](#) (From Website select “QIPS” at far left, then “Using QIPS”, then Disable a QIPS Account”)