



CROWNWEB TASK LIST

[CROWNWEB USERS MANUAL](#) (Warning: large file—may take a long time to download)

CROWN HELP DESK: 888-377-3431 / E-mail: support@crownhelpdesk.com

CREATE PATIENT EVENTS (at least twice a month) — [INSTRUCTIONS](#) (Select “CROWNWeb” at far left then click on “Patients” to find the appropriate topic.)

- ✓ Create admits, discharges, deaths, and modality changes.
- ✓ Prior to sending your PAR to NW 15 make sure all events have been entered into CWeb.

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

- ✓ Enter all 2728’s. — [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.
 - Call the Network if you think a 2728 form is necessary but still cannot enter the form.
- ✓ Enter all 2746’s on newly deceased patients.
 - **NOTE:** Patient’s final discharge must be “death” in order to enter the 2746. If patient has another event (discontinue, LTFU, etc.) you must change this to a death event in order to enter the 2746 form.

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

- ✓ Verify all patients in the PART list (Name, DOB, Admit/Discharge dates, Modality, Transient Status, and Nephrologist).
- ✓ If patients are missing, enter appropriate admit events to CROWNWeb.
- ✓ If you have extra patients, add appropriate discharge events into CROWNWeb.
- ✓ If patient is listed as transient, but has been at your unit for over 30 days, change patient status to non-transient. [INSTRUCTIONS](#)
- ✓ If a patient is listed twice, check for a duplicate treatment record. — [What is this?](#)

ENTER VASCULAR ACCESS DATA (last week of every month) — [INSTRUCTIONS](#) (Select “CROWNWeb” at far left, click on “Clinical”, then “Add Vascular Access Information.”)

- ✓ Enter all current patients’ vascular access data before the end of the following month. (example: you have until May 31st to enter April’s data) [VASCULAR ACCESS TIPS](#)

MANAGE MY ACCOUNT (as needed)

- ✓ My password is about to expire. (Passwords expire after 60 days.) — [Click here to reset](#)
- ✓ I need to sign up another user.
 - 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.

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”)