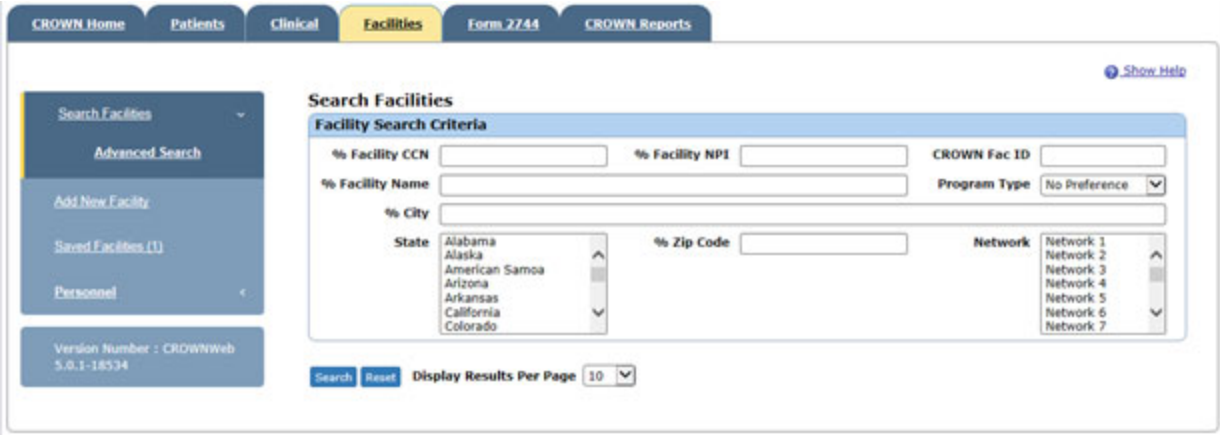
Add Personnel

Modified on: Wed, Oct 12, 2016 at 11:31 AM

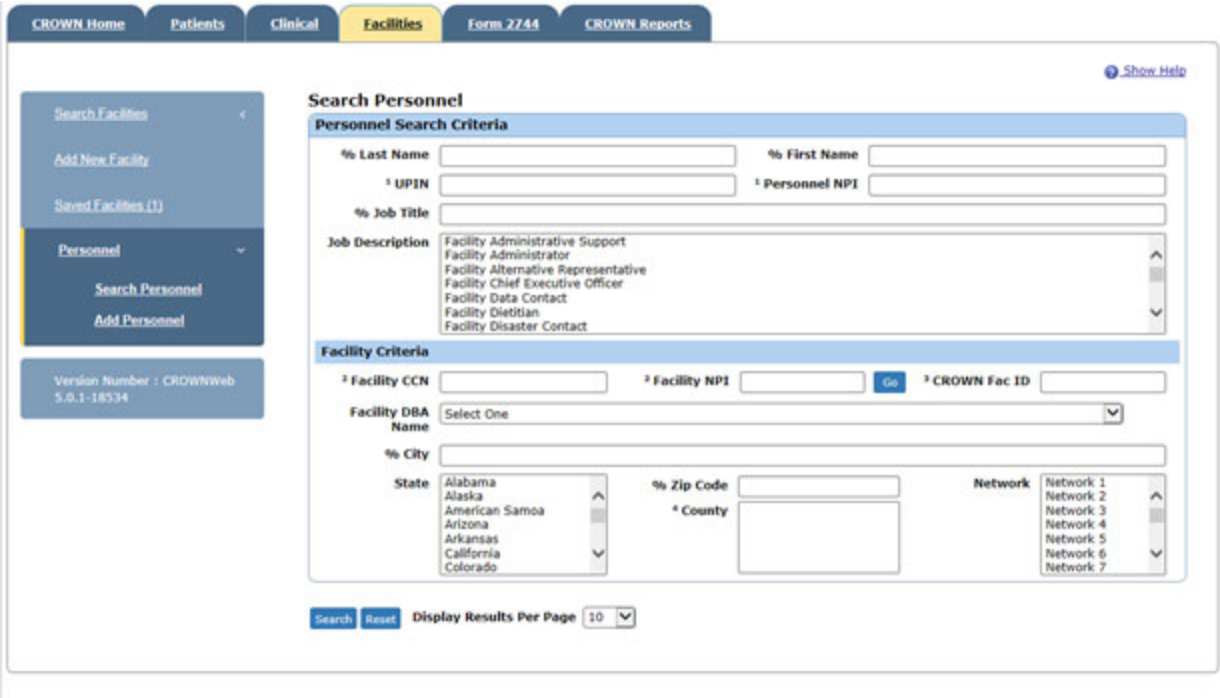
1. Go to the Facilities Tab

From the *CROWNWeb Home Page, click* **Facilities**. The *Search Facilities* screen displays.



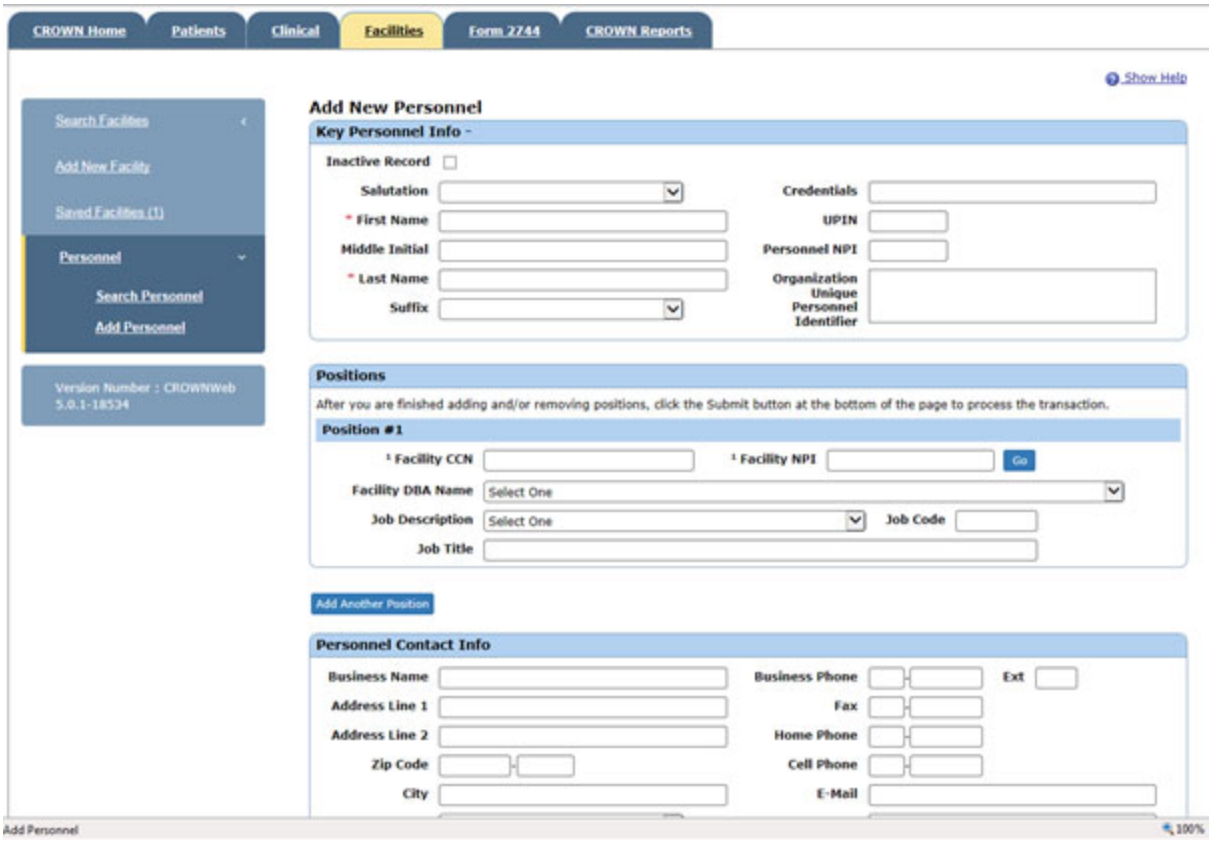
2. Click Personnel

From the *CROWNWeb Home Page*, click **Personnel**. The *Search for Personnel* screen displays.



3. Click Add Personnel

Click **Add New Personnel** in the sub-menu. The *Add New Personnel* screen displays.



Enter in Name, Email, Phone Number, Job Description, Job Code, and Job Title. When added a position you must enter in the Facility CCN and click 'Go'. Facility DBA Name must be appear before submitting personnel information.

If one personnel fills multiple roles at your facility simply add another position and repeat the process.

If you want a Doctor to populate on the 2728, a Personnel NPI MUST be entered.

4. Click Submit

Click **Add New Personnel** in the sub-menu. The *Add New Personnel* screen displays.
A confirmation message **“Personnel Submitted”** displays on the *Personnel Details* screen, if the submission was successful.