

Add Personnel

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1. Go to the Facilities Tab

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

The screenshot shows the 'Search Facilities' interface. The top navigation bar includes 'CROWN Home', 'Patients', 'Clinical', 'Facilities' (highlighted), 'Form 2744', and 'CROWN Reports'. The left sidebar has 'Search Facilities' selected. The main form area is titled 'Search Facilities' and contains the following fields:

- % Facility CCN
- % Facility NPI
- CROWN Fac ID
- % Facility Name
- Program Type (No Preference)
- % City
- State (Alabama, Alaska, American Samoa, Arizona, Arkansas, California, Colorado)
- % Zip Code
- Network (Network 1, Network 2, Network 3, Network 4, Network 5, Network 6, Network 7)

Buttons for 'Search' and 'Reset' are present, along with a 'Display Results Per Page' dropdown set to 10. A 'Show Help' link is in the top right.

2. Click Personnel

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

The screenshot shows the 'Search Personnel' interface. The top navigation bar is the same as in the previous screenshot. The left sidebar has 'Personnel' selected. The main form area is titled 'Search Personnel' and contains the following fields:

- % Last Name
- % First Name
- ¹ UPIN
- ¹ Personnel NPI
- % Job Title
- Job Description (Facility Administrative Support, Facility Administrator, Facility Alternative Representative, Facility Chief Executive Officer, Facility Data Contact, Facility Dietitian, Facility Disaster Contact)
- Facility Criteria:
 - ² Facility CCN
 - ² Facility NPI
 - Go
 - ³ CROWN Fac ID
- Facility DBA Name (Select One)
- % City
- State (Alabama, Alaska, American Samoa, Arizona, Arkansas, California, Colorado)
- % Zip Code
- ⁴ County
- Network (Network 1, Network 2, Network 3, Network 4, Network 5, Network 6, Network 7)

Buttons for 'Search' and 'Reset' are present, along with a 'Display Results Per Page' dropdown set to 10. A 'Show Help' link is in the top right.

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.

