



Submitting 100% Clinical Data for Facility in CROWNWeb

Follow these 7 steps to help you submit 100% clinical data (hemodialysis, peritoneal dialysis and vascular access) on 100% of your patients into CROWNWeb. Remember that CMS requires facilities to submit all available clinical data on 100% of their patients. A facility is regarded as non-compliant by CMS if they do not submit 100% clinical data on 100% of their patients.

- 1. Submit your monthly clinical data into CROWNWeb by the last day of the following month for the previous month.** For example, submit your September data into CROWNWeb by October 31. CMS will begin closing months in CROWNWeb for clinical data entry every month beginning in January - where January 2016 will be closed on February 28, 2016.
- 2. Find patients with missing or saved clinical data that needs to be submitted for each collection type** (hemodialysis, peritoneal dialysis AND vascular access)

Be sure that your facility has clicked the **SUBMIT** button to send patient clinical data to CROWNWeb. Reminder - data in a *Saved* status will not be considered submitted by CMS, and your facility will not receive credit for this data!

- Sign in to CROWNWeb and open the *Clinical* screen.
- In the **Collection Type** drop-down list, select the collection type to search (Hemodialysis, Peritoneal Dialysis, or Vascular Access).
- In the **Clinical Month** drop-down, select an open clinical month to search
- In the **Display Patients** drop-down, select **With Saved Clinical Values and** click the **Go** button to search for patients with saved clinical values. Patients with saved data that has not been submitted will display in the Patient drop-down list. You must select each patient in this list and submit the saved clinical data to CROWNWeb.
- In the **Display Patients** drop-down, select **Without Submitted Clinical Values and** click the **Go** button to search for patients with saved clinical values. Patients without clinical data that has not been submitted will display in the Patient drop-down list. You must select each patient in this list and submit the missing data to CROWNWeb.

3. Use the N/A (Not Available) option properly:

- Use the N/A (Not Available) option on patients with no available hemodialysis or peritoneal clinical values available for the reporting month. This will satisfy the CMS requirement for clinical value data submission as stated in the 1st paragraph.
- Use the N/A (Not Available) option on patients with no vascular access information available because they patient did not dialyze at your facility during the reporting month (i.e., patients passed away or in the hospital). This will satisfy the CMS requirement for clinical value data submission as stated in the 1st paragraph.

- 4. Do not use the *Access Data Missing in CROWNWeb Report*** to monitor missing vascular access data. Use the *Clinical* screen explained in # 2 above.
- 5. Submit and resolve possible duplicate patients** before the month closes in CROWNWeb. Complete this [Possible Duplicate Patient Form](#) and fax to 919-388-9637.
- 6. Admit patients** into CROWNWeb before the month closes.
- 7. On the last day of each month**, check CROWNWeb using # 2 above to check for missing and saved data for the previous reporting month. There is no way to “fix” your data once CMS closes a month in CROWNWeb.