

Locating CROWNWeb Facility Identifiers

The following identifiers must be reported by the NRAA HIE for each facility submitting CROWNWeb data:

- **CROWN Facility ID** – 10-digit unique identifier assigned to each facility in CROWNWeb
- **CCN (CMS Certification Number)** – 6-digit Medicare Provider Number
- **CROWN Facility Name** – A facility’s legal name and DBA name as shown in CROWNWeb

Locating CROWN Facility ID

To locate your facility’s CROWN Facility ID:

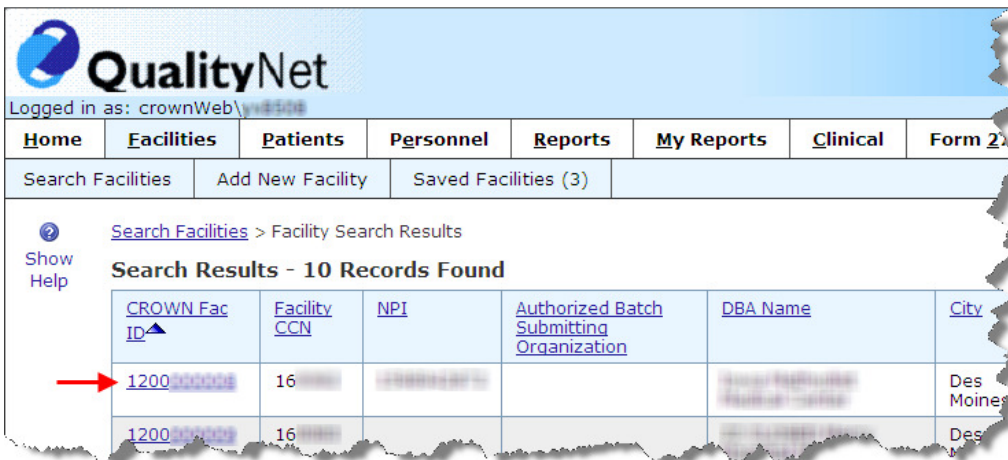
1. Log into CROWNWeb using your QIMS login ID and password.
2. Click on **Facilities**.



3. On the Search Facilities page, enter specific search criteria and click **Search**.
 - o It is recommended to search by facility CCN to narrow search results.

The screenshot shows the 'Search Facilities' page. It has a 'Facility Search Criteria' section with fields for '% Facility CCN', '% Facility NPI', 'CROWN Fac ID', '% Facility Name', 'Program Type' (set to 'No Preference'), '% City' (set to 'Des Moines'), 'State' (a dropdown menu with 'Iowa' selected), '% Zip Code', and 'Network' (a dropdown menu with 'Network 1' selected). At the bottom, there is a 'Search' button highlighted with a red box, a 'Reset' button, and a 'Display Results Per Page' dropdown set to '10'.

4. The CROWN Facility ID displays in the first column of the Facility Search Results page.



Locating CCN

1. Log into CROWNWeb using your QIMS login ID and password.
2. Click on **Facilities**.
3. On the Search Facilities page, enter specific search criteria and click **Search**.
4. On the Facility Search Results page, locate the appropriate facility from the list. The CCN displays in the second column.
 - o In the event there are multiple 'like' entries returned in the facility search results, click on the CROWN Fac ID to view facility specific details.

Locating Facility Name (Legal and DBA)

1. Log into CROWNWeb using your QIMS login ID and password.
2. Click on **Facilities**.
3. On the Search Facilities page, enter specific search criteria and click **Search**.
 - o It is recommended to search by facility CCN to narrow search results.
4. On the Facility Search Results page, locate the appropriate facility from the list. Click on the CROWN Fac ID to view facility specific details.
5. The Facility Legal Name and Facility DBA Name display on the Facility Details page.

The screenshot displays the QualityNet web application interface. At the top, the QualityNet logo is visible, along with the text "Logged in as: crownWeb\jv8308". Below the logo is a navigation menu with tabs for Home, Facilities, Patients, Personnel, Reports, My Reports, and Clinical. Under the Facilities tab, there are links for Search Facilities, Add New Facility, and Saved Facilities (3). Below this, there are buttons for Edit Facility, View Personnel, and View Default Preferences. The main content area shows the breadcrumb "Search Facilities > Facility Search Results > View Facility(1200000000)" and a "Show Help" link. The title is "Facility Details (Submitted)". Underneath, there is a section for "Facility Demographics (1200000000)". A red box highlights the "Facility Legal Name:" and "Facility DBA Name:" fields, which both show "XXXXX HealthCare Products Company". Below these, there is a checkbox for "(Same as Legal Name)" which is checked. Other fields include "Facility CCN:", "Network Facility Code:", "Phone Number:", "Facility E-Mail:", and "Network: Network 12". At the bottom, there is a section for "Physical Address".