

National Renal
Administrator's Association
Health Information Exchange

Facility Registration and
Management
User's Guide

Version 1.1

MANAGED BY



Document History

Version	Date	Update Origin	Written by
.01	5/19/12	Initial Draft	Kelly Llewellyn
1.0	5/25/2012	Initial Release	Sue Merk
1.1	4/24/2014	NRAA logo updated	Kelly Llewellyn

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1 Overview

Welcome to the National Renal Administrator's Association (NRAA) Health Information Exchange (HIE) Facility Registration and Management User's Guide. The facility registration and management application is sponsored by the NRAA HIE to streamline an organization's ability to perform these activities for their contracted facilities submitting CROWNWeb quality data reports through the NRAA HIE.

1.1 Purpose

The purpose of this document is to:

- Provide an overview of the facility registration and management process.
- Identify information organizations will need to assemble prior to beginning the facility registration process.
- Provide tips and suggestions for using the facility registration application.

1.2 Intended audience

This document is intended for:

- Individuals at organizations contracted with the NRAA responsible for registering and managing information for their facilities submitting CROWNWeb quality data reports to CMS through the NRAA HIE.
- Contracted facility business contacts that are responsible for maintaining and reporting facility information to the contracted organization.

2 Getting Started with NRAA HIE Facility Registration

Following successful execution of your organization's contract with the NRAA HIE, you may begin the facility registration process. The facility registration process provides important information to the NRAA HIE and CMS about facilities that will be submitting CROWNWeb data quality reports. The information collected during the registration process (and from updates made thereafter) is used for the following:

- NRAA HIE
 - Provides NRAA with business and technical contact information for each facility.

- Identifies the electronic health record vendor for the facility with whom the NRAA HIE technical team will coordinate for CROWNWeb data submission processes.
 - Gives permission for the NRAA HIE to route the data the facility submits through the NRAA HIE to the Centers for Medicare and Medicaid (CMS) CROWNWeb repository.
 - Provides specific facility identifiers that the NRAA HIE is required to report to the CROWNWeb repository so the facility can be identified and associated with data submissions.
- CMS/CROWNWeb
 - Provides a record of submission authorization permissions collected by the NRAA HIE from each facility to route CROWNWeb data quality reports on their behalf.
 - Uses CROWNWeb facility identifiers collected and reported by the NRAA HIE to validate facilities submitting data to the CROWNWeb repository through the NRAA HIE.

Tip: Facility registration and management is a very important process and critical to an organization's ability to successfully submit CROWNWeb quality data reports. An organization (or each facility) may want to consider assigning this responsibility to an individual or individuals to ensure this information is kept current with the NRAA HIE.

2.1 Preparing for registration

Before proceeding with the facility registration, you'll want to gather and organize information about *the facilities you plan to register for CROWNWeb data submission via the NRAA HIE* to make the registration process more efficient. Listed below is the information (by section as presented in the online registration form) you'll be asked to provide for *each* facility you register.

2.1.1 Facility information

- Facility submission of CROWNWeb data quality reports – indicate whether your facility will be submitting data from:
 - An electronic health record system located at the facility – *Facility system*
 - A centralized electronic health record system supporting data submission for all facilities at the organization level – *Corporate system*
 - A vendor hosting the facility electronic health record system – *Vendor-hosted system*
- Facility legal name
- Facility DBA name (if applicable)
- Facility NPI number
- Electronic health record vendor used by the facility – this is a drop-down list that contains vendors certified to submit CROWNWeb data via the NRAA HIE. If you use a vendor that is not currently certified with the NRAA HIE please add them in the “other” option. If your vendor is not currently certified, the NRAA staff will work with the vendor to verify if they wish to get certified and connect to the NRAA HIE.

- Organization facility code (if your organization assigns codes to facilities) – this is a unique identifier that may be assigned to a facility by the organization.
- Facility address, city, state, zip code
- Is mailing address the same as the facility physical address? Be prepared to provide the mailing address for the facility if different than the physical address.
- Facility fax number
- Facility business contact person name, work phone, email
- Facility technical contact person name, work phone, email

2.1.2 Permissions

- The NRAA HIE must obtain authorization from the submitting facility to route CROWNWeb quality data reports to CMS.

Note: Clicking “yes” in this section of the registration provides that authorization. Clicking “no” will stop the registration process until permission for data submission is granted by the facility.

2.1.3 CROWNWeb identifiers

Tip: The following identifiers must be reported by the NRAA HIE for each facility submitting CROWNWeb quality data reports. If you do not have this information for your facilities you will need to set up a QualityNet Identity Management System (QIMS) account to obtain them. To learn more and sign up for a QIMS account, please visit this [link](#) on the QualityNet website.

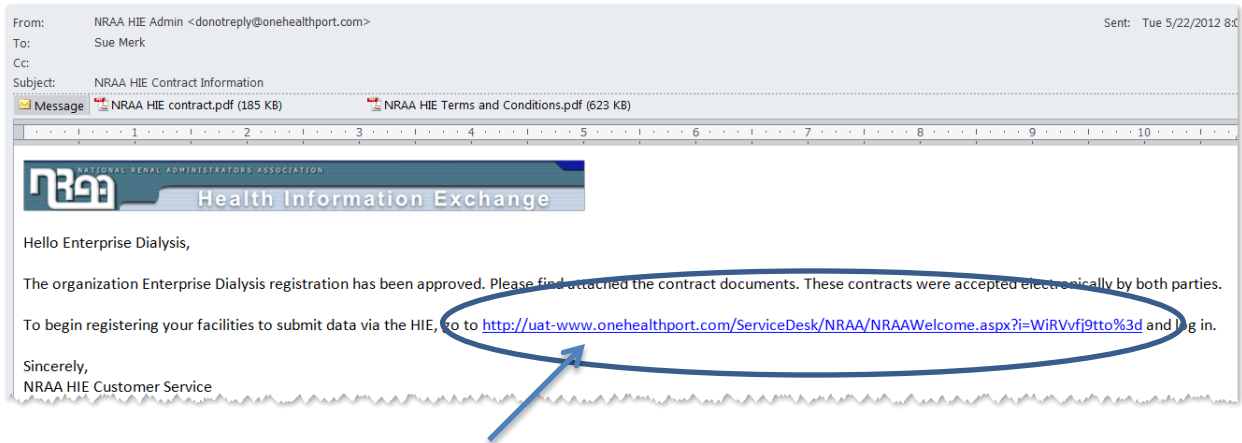
- CROWN Facility ID – this is a unique identifier assigned to each renal dialysis facility registered with CROWNWeb
- CROWN CMS Certification Number (CCN) – this is the facility’s 6-digit Medicare Provider Number
- CROWN Facility Name – this is the name stored in the CROWNWeb system and it must match the facility’s legal name
- CROWN Network Number – this is the renal dialysis network number assigned to the facility.

Note: Crown Network Number assignments are based on the facility’s geographical location. Numbers range from 1-18.

2.2 Registering facilities

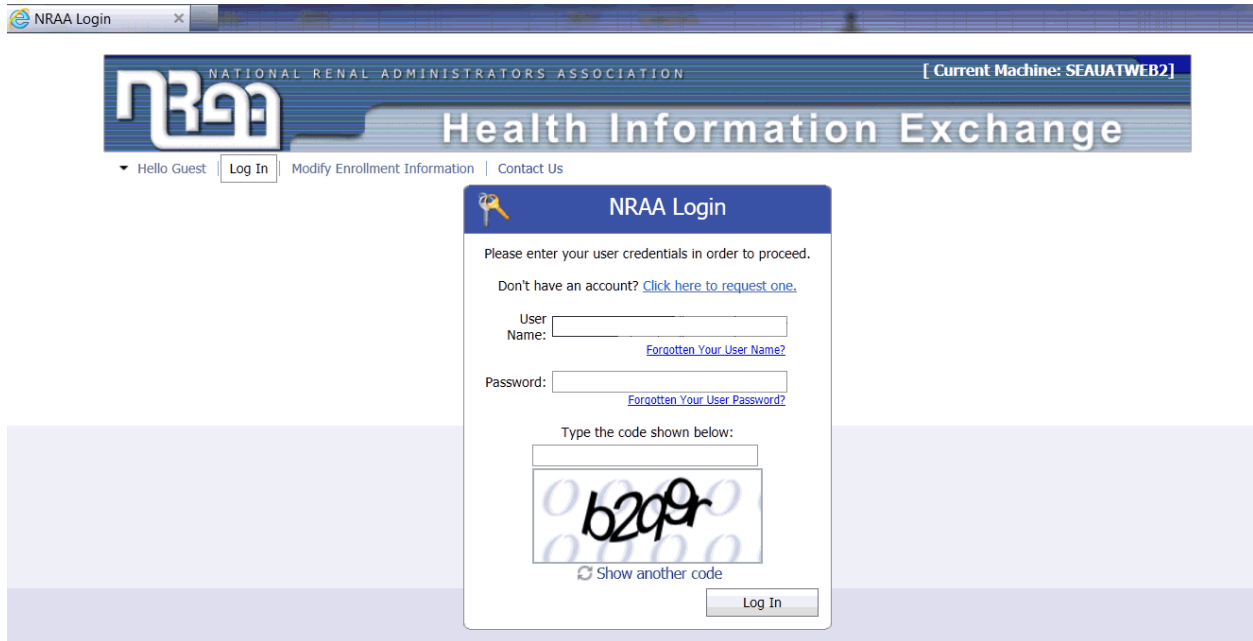
When an organization successfully completes the contracting process they will receive an email confirmation that includes a link to review and accept the final contract terms. Once the contract is

accepted the organization will receive a final approval email that contains a link to begin registering their facilities.



Click on the link to login and access the facility registration and management application.

Login to begin registering facilities with the NRAA HIE.



2.3 Designate an individual to register and manage facility information

The home screen of the facility registration and management application provides two options to register facility data. Before starting this process you may want to designate another individual to also

have access to the registration and management application to perform these functions for the organization.



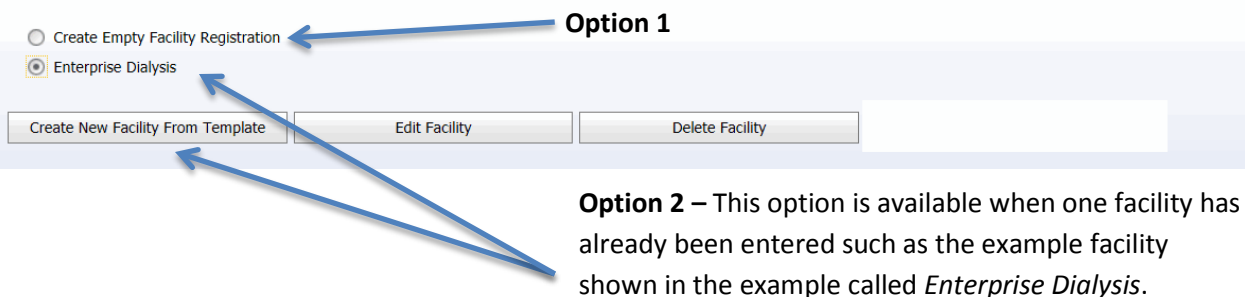
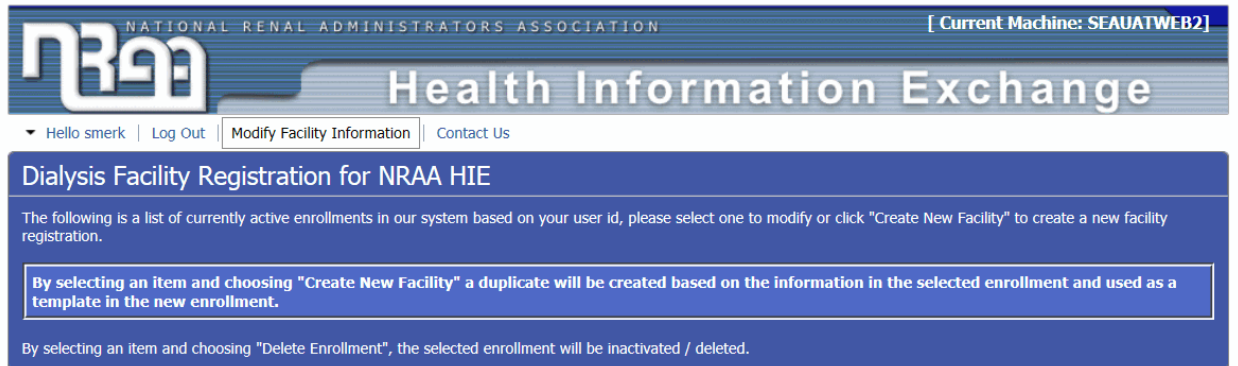
Use the drop down menu under the “Hello User” tab on the toolbar and select the “Nominate Another User” to designate another individual to manage facilities for your organization.

2.4 Register or manage facilities

There are two methods to register a facility.

Option 1: Create Empty Facility Registration – This option provides a blank form to start entering facility data.

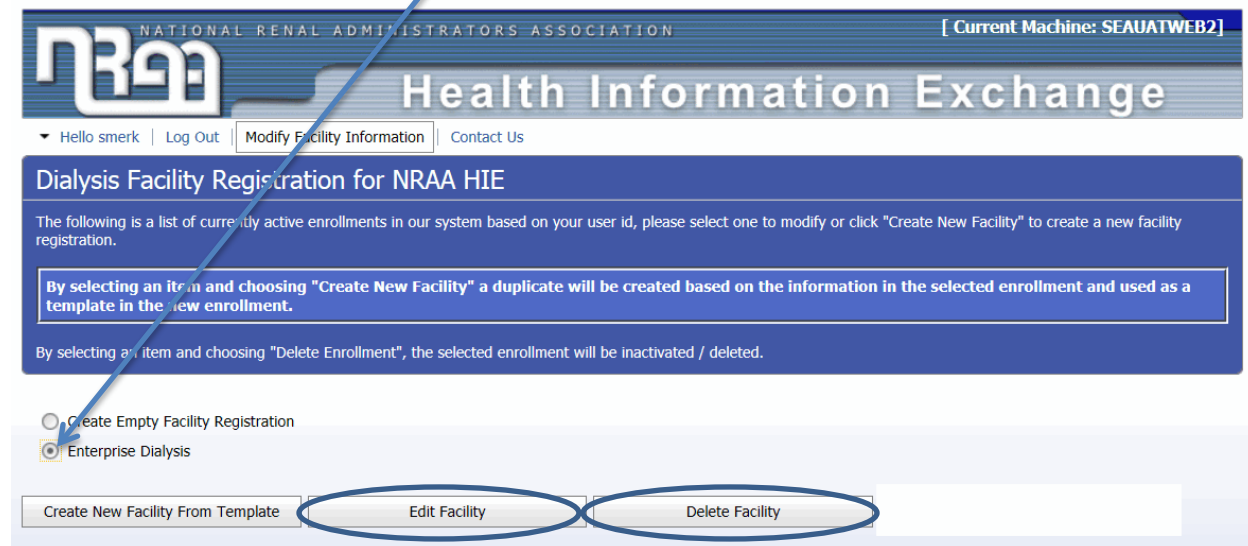
Option 2: Create a New Facility from a Template – This option works well if you’ve already entered one facility and much of the information entered in the fields for the first facility is common for your other facilities. It creates a new template by copying in much of the organization data from the initial facility to minimize data entry for next facility you are registering.



Option 2 – This option is available when one facility has already been entered such as the example facility shown in the example called *Enterprise Dialysis*.

2.5 Registration form

The screen shot on page 9 is the registration form in the NRAA Registration and Management application. The information you'll need to provide when registering facilities is described in section 2.1 of this document. This form is used to initially register facilities, but is also used to manage and update facility information. To edit or delete a facility click on the radio button in front of the facility you want to perform the function for then click on **Edit Facility** to update information or **Delete Facility**.




NATIONAL RENAL ADMINISTRATORS ASSOCIATION
[Current Machine: SEAUATWEB2]

Health Information Exchange

▼ Hello smerk
Log Out
Modify Facility Information
Contact Us

Dialysis Facility Registration for NRAA HIE

Welcome NRAA dialysis facilities. This form is used to collect the registration information to setup your NRAA HIE account and setup your Activator for connectivity. This will also provide needed information for CrownWeb and CMS. If you are missing any of the required identifiers, please cancel your registration and return when you have all the information necessary to complete the required fields.

Some of the data collected will be used by the NRAA to set up your contract and determine billing when the service is live (post pilot). These fields are required during this phase to help develop the contracting and billing workflows.

Your EMR vendor has been sent a separate registration process. Your facility and your vendor will have access to test at any time.

The NRAA HIE looks forward to working with you and providing connectivity for your CrownWeb data reporting.

Required fields are marked with an asterisk *

Dialysis Facility Registration for NRAA HIE

How will this facility submit data? *

From facility systems to HIE
 From Corporate systems to HIE
 From vendor-hosted systems to HIE

Facility Legal Name *
Enterprise Dialysis

DBA Name *
Does your facility have a different DBA Name?
 No Yes

Facility NPI Identifier *
911212341

EHR software vendor used by all managed or controlled facilities for ESRD *
Select the vendor you will use to submit QIPD data.
 Health Informatics International (HII)

Organizational Facility Code
1001

Address Line 1 *
2003 Western Ave

Address Line 2
Suite, unit, building, floor, etc...

City *
Oklahoma City

State *
Oklahoma

Zip Code *
12345

Is mailing address the same as Physical Address? *
 No Yes

Facility Fax
(312) 123-4444

Business Contact Person Name *
Sally

Business Contact Person Work Phone *
(312) 123-4567 Ext 111__

Business Contact Person Email *
smerk@onehealthport.com

Technical Contact Person Name *
Ted

Technical Contact Person Work Phone *
(312) 123-4567 Ext 112__

Technical Contact Person Email *
smerk@onehealthport.com

Permissions

Authorization for NRAA HIE to route dialysis facility collected data to CROWNWeb.

Transmit CROWN data *
We authorize the NRAA HIE to route CROWNWeb data to CMS.
 Yes No

CROWNWeb Identifiers

This section refers to the numbers assigned to the facility by the QIGS Network during the facility enrollment in the CROWNWeb program. If you do not have these identifiers, check the NRAA HIE website for links to directors for how to apply for your numbers. This is a process separate from NRAA and the HIE.

CROWN Facility ID *
34567012

CROWN CCN *
612345

CROWN Facility Name *
Enterprise Dialysis

CROWN Network Number *
6

3 CROWNWeb Facility Information

The registration form collects data (in the CROWNWeb Identifiers section shown below) needed to register each facility with CROWNWeb through the CMS Facility File load process.

The screenshot shows a web form titled "CROWNWeb Identifiers" with a blue header. Below the header is a paragraph of text: "This section refers to the numbers assigned to the facility by the QIMS Network during the facility enrollment in the CROWNWeb program. If you do not have these identifiers, check the NRAA HIE website for links to directions for how to apply for your numbers. This is a process separate from NRAA and the HIE." Below this text are four input fields, each with a label and a red asterisk: "CROWN Facility ID *", "CROWN CCN *", "CROWN Facility Name *", and "CROWN Network Number *". The values entered in the fields are "34567012", "612345", "Enterprise Dialysis", and "6" respectively. At the bottom right of the form are two buttons: "Cancel" and "Submit Form".

Note: CMS will only accept data from facilities registered by the NRAA through this weekly file load process.

Tip: Keep your facility information current by updating the registration form in the NRAA HIE Facility Registration and Management application as soon as any information changes. This includes adding any new facilities, updating information for current facilities and deleting a facility if it is no longer part of your organization.