

Web Resources

[Consolidated Health Informatics - HIPAA Regulations](#)
[CROWNWeb Learning Management System \(LMS\)](#)
[NPI Governance](#)

Coming Events

CRAFT Call
6/18/2009 – 3:30PM to 4:30PM ET

When Should You Submit Your QIPS Account Form? ... Today!

In the last couple of months, the CROWN Help Desk has seen a decrease in the number of QIPS Account Forms it has received. The CROWN Help Desk reports that 313 QIPS Account Forms were received in April, compared to 1718 in January. The account activation requests have decreased, since January, at an average of -43.13% per month. With Phase II just around the corner, potential CROWNWeb users should complete their QIPS Account Forms and get them signed, notarized and submitted **TODAY!** Remember, QIPS Security Administrators must first complete and submit their own Account Forms before they can assign Roles and Scope to the remaining users at their facilities. Applicants can learn how to properly complete the QIPS Account Form by attending the weekly CROWNWeb/QIPS WebEx training sessions hosted by the CROWNWeb Training Support Team. Sign up for CROWNWeb/QIPS WebEx training at the [Project CROWNWeb website](#).

Changing an existing QIPS account

If a User needs to make a change to his/her existing QIPS account he/she can do so by simply following these steps:

Change to Personal Information Only

1. Obtain another QIPS Account Form.
2. Select **Change User Account** as the Request Type, and complete Page 1 only, including the Business Information and changes.
3. Obtain the User Manager's signature on page 1 only, and submit the Account Form to the appointed Security Administrator (SA).
4. The SA must enter the change in the QIPS system, obtain a new Paperwork Info tab and mail the form to the CROWN Help Desk.

The Account Form does NOT need notarization.

Change to Role & Scope Only

The SA can enter the changes into the CROWNWeb application; no QIPS Account Form needs to be mailed to the CROWN Help Desk.

Top 2 QIPS Problem Areas

The CROWN Help Desk recently distributed a list of the Top 12 reasons why QIPS Account Forms are rejected. The top two reasons are below:

1. The QIPS Security Administrator does not create the account in the QIPS system with the same data populated on the QIPS Account Form.
2. The Applicant, Applicant's Manager, Notary, and the QIPS Security Administrator for that user were not four different people.


See the complete list of Top 12 QIPS Problem Areas in the downloadable WebEx Training Slides on www.projectcrownweb.org.

Dr. Crown's FAQ of the Month

Dear Dr. Crown: I will eventually be the QIPS Security Administrator (SA) for my facility. Will I also need to be a regular CROWNWeb User (a facility editor)? Can an SA be both? – *Future User*

Dear Future User: Yes. A QIPS SA can indicate that he/she also needs to be a CROWNWeb User by also selecting QIPS Regular User when completing the QIPS Account Form. QIPS SAs must submit their Account Forms to their Network Security Administrator for processing (all remaining forms must be submitted to the CROWN Help Desk).

CPM Announcement

 As a reminder, please do not post the draft version of the CPM report (received on 2/24/2009) on any ESRD Network website. At this time, there has been no additional information on when the report will be posted to the CMS website. More information will be provided soon.