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View a Facility


- 1** From the CROWNWeb *Home Page*, click **Facilities**. The *Search Facilities* screen displays.
- 2** Enter your search criteria, and then click **Search**. The *Facility Search Results* screen displays a list of facilities matching your search criteria.
- 3** Click the **CROWN Fac ID** for the desired facility. The *Facility Details (Submitted)* screen displays the facility information.

View and Print a CMS-2728


- 1** From the CROWNWeb *Home Page*, click **Patients**. The *Search for Patients* screen displays.
- 2** Enter your search criteria, and then click **Search**. The *Patient Search Results* screen displays a list of patients matching your search criteria.
- 3** Click the **CROWN UPI** for the desired patient. The *View Patient Attributes* screen displays.
- 4** Click the **2728** link in the gray sub-menu. The *Manage 2728 Forms* screen displays.
- 5** Click on the desired 2728 form in the Existing 2728 Forms column. The *View Form 2728* screen displays the selected CMS-2728.
- 6** Scroll down the screen and click **Print**. The report displays in PDF format.

- 7** Click the **Printer icon** (); enter any print parameters and click **OK**.

View and Print a CMS-2744

- 1** From the CROWNWeb *Home Page*, click **Form 2744**.
- 2** Click **Search 2744** in the sub-menu. The *Form 2744 Search* screen displays.
- 3** Enter your search criteria in the **Facility CCN** or **Facility NPI** fields and the **Survey Year**.
- 4** From the drop-down list, select the number of **Display Results Per Page**.
- 5** Click **Search**. The *Form 2744 Search Results* screen displays, listing all the 2744 surveys for the selected criteria.
- 6** Click the **ID** link for the desired facility. The *View 2744* screen displays with the facility's data.
- 7** If no results are found, the screen displays **"No records match search criteria entered. Please revise your search criteria or select the Add New 2744 option."**
- 8** Scroll down the screen and click **Print**. The report displays in PDF format.
- 9** Click the **Printer icon** (); enter any print parameters and click **OK**.


View and Print a CMS-2746

- 1 From the CROWNWeb *Home Page*, click **Patients**. The *Search for Patients* screen displays.
- 2 Enter your search criteria, and click **Search**. The *Patient Search Results* screen displays a list of patients matching your search criteria.
- 3 Click the **CROWN UPI** for the desired patient. The *View Patient Attributes* screen displays.
- 4 Click either **View 2746 (Saved)** or **(Submitted)** in the gray sub-menu. The *View a Death Notice (2746) – Saved (or Submitted)* screen displays.
- 5 Scroll to the bottom of the screen and click **Print**. The Cognos Viewer displays the CMS-2746 form in PDF format.
- 6 Click the **printer icon** (); enter any print parameters and click **OK**.

View and Print a Report

- 1 From the CROWNWeb *Home Page*, click **My Reports**. The *My Reports* screen displays.
- 2 Click on the **Report Type, Size** link for the desired report. A File Download dialogue box opens.
- 3 Click **Open** to open the report, or click **Save** to save the report to your computer.

- 4 To print a report, when the report is *open*:

- Press **Ctrl + P**, enter any print parameters and click **OK**.
- Click the **Printer icon** (); enter any print parameters and click **OK**.
- Right-click on the report form and select **Print** from the menu that displays. Enter any print parameters and click **OK**.

View Existing Patient Attributes

- 1 From the CROWNWeb *Home Page*, click **Patients**. The *Search for Patients* screen displays.
- 2 Enter your search criteria, and then click **Search**. The *Patient Search Results* screen displays a list of patients matching your search criteria.
- 3 To view attributes for a patient, click the patient's **CROWN UPI** link. The *View Patient Attributes* screen displays.

View Facility Default Preferences

- 1 From the CROWNWeb *Home Page*, click **Facilities**. The *Search Facilities* screen displays.
- 2 Enter your search criteria, and then click **Search**. The *Facility Search Results* screen displays a list of facilities matching your search criteria.
- 3 Click the **CROWN Fac ID** for the desired facility. The *Facility Details (Submitted)* screen displays.
- 4 Click **View Default Preferences** in the gray sub-menu. The *View Default Preferences* screen displays the facility's current default preferences.

View Facility Personnel

- 1 From the *CROWNWeb Home Page*, click **Personnel**. The *Search Personnel* screen displays.
- 2 Enter your search criteria, and then click **Search**. The *Personnel Search Results* screen displays a list of personnel based on the criteria entered.
- 3 Click the name of the desired person in the Personnel Name column. The *Personnel Details* screen displays with staff member's information.

View PART Data

- 1 From the CROWNWeb *Home Page*, click **Patients**. The *Search for Patients* screen displays.
- 2 Click **PART** from the sub-menu. The *PART Verification* screen displays.
- 3 Enter your search criteria; click **Go**. The *PART Verification* screen redisplay a list of all patients meeting the search criteria.

View Patient Admit/Discharge Information

- 1 From the CROWNWeb *Home Page*, click **Patients**. The *Patient Search* screen displays.
- 2 Enter search criteria designed to find the desired patient, and then click **Search**. The *Patient Search Results* screen displays.
- 3 Click the **CROWN UPI** of the desired patient. The *View Patient Attributes* screen displays.
- 4 Click **Admit/Discharge Summary** in the gray sub-menu. The *Admit/Discharge Summary* screen displays a list of Admissions and Discharges for the selected patient.
- 5 Click the date in the Admit Date column for the desired admission. The *View Admit/Discharge Information* screen displays detailed information on the patient's admission.



View Patient Clinical Information

- 1 From the CROWNWeb *Home Page*, click **Clinical**. The *Manage Patient Clinical Values* screen displays.
- 2 Select the desired facility in the **Facility DBA Name** field (unless you only have scope over one facility). The *Manage Patient Clinical Values* screen refreshes.
- 3 Select the **Collection Type** from the drop-down list. The *Manage Patient Clinical Values* screen refreshes.
- 4 Select the **Clinical Month** from the drop-down list. The *Manage Patient Clinical Values* screen refreshes.
- 5 In the **Display Patients** field, select the desired criteria from the drop-down list.
- 6 Click **Go**. The *Manage Patient Clinical Values* screen refreshes, displaying a list of patients in the **Patient** field who meet the search criteria entered.
- 7 Select the desired patient from the **Patient** field drop-down list. The *Manage Patient Clinical Values* screen refreshes, displaying details for the selected patient.
- 8 If no clinical information has been entered, the following message displays **"No clinical data for selected facility, patient and clinical month."**

View Patient Treatment Information

- 1 From the CROWNWeb *Home Page*, click **Patients**. The *Search for Patients* screen displays.
- 2 Enter your search criteria, and then click **Search**. The *Patient Search Results* screen displays the results based on the search criteria entered.
- 3 Click the **CROWN UPI** number for the desired patient. The *View Patient Attributes* screen displays the patient's details.
- 4 Click **Admit/Discharge Summary** in the gray sub-menu. The *Admit/Discharge Summary* screen for the patient displays.
- 5 Click the date in the Admit Date column. The *View Admit/Discharge Information* screen displays.
- 6 Click **Treatment Summary** in the gray sub-menu. The *View Treatment Summary* screen displays.
- 7 Click the date in the Treatment Start Date column. The *View Treatment Information* screen displays with the summary details of the patient's treatment.

[View, Print, and Save Blank Patient Forms and Instructions](#)

- 1** From the CROWNWeb *Home Page*, click **Reports**. The *Facility Reports* screen displays.
- 2** In the [Patient Forms](#) section, click the desired **Form** or **Instructions**. A new browser window opens displaying the form in PDF format.
- 3** Click the **Printer icon** (); enter any print parameters and click **OK**.
- 4** To save the form, click the **Save icon** () and save to your computer.