Facility Advanced Search

With CROWNWeb Outreach, Communication, and Training (OCT)

January 2019
Submitting Questions

Type questions in the “Q&A” section, located in the top right corner of your screen. Send all Q&A questions to “All Panelists”

Note: Some questions may require additional research. Unanswered questions may be submitted to CRAFT@MyCROWNWeb.org.
Today’s Host and Presenters

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*Contract Officer’s Representative (COR)*  
*EQRS Business Owner*

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*Communications Manager*

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*Training Manager*
Advanced Search
Why Use Advanced Search?

If you know the name of a facility you are looking for, the search function allows you to find that facility. However, if a patient approaches you and tells you that they are traveling and need you to locate a facility there, the advanced search function allows you to enter required information and locates a facility that meets those requirements.
For the purpose of today’s training: A patient informed his home facility that he will be traveling for work to Coshocton, Ohio. He will need to find a hemodialysis facility that has an opening with a shift starting after 5:00 PM. He may also be visiting some relatives in West Virginia during this trip.
Facility Dashboard

From the Dashboard, click the down arrow to the right of Facilities in the menu bar.
Click Search Facilities in the drop down select list.
The Search Facilities screen now displays the Advanced Search link.

**Search Facilities**

**Facility Lookup**

Search by facility ID, facility name, facility DBA, facility CCN, facility NPI, phone number, fax number

Or

ADVANCED SEARCH >
Click the Advanced Search link to open the Advanced Search feature.
The Advanced Search feature opens in the Search Facilities screen. Enter one or more pieces of information.
### Advanced Search

Scroll down the screen to view the whole Advanced Search feature.

**Location**
- Zip code
- City
- State
- Network

**Specifics**
- Provider use type
- Medicare status
- Type of services
- Additional services
- Program type
- Authorized batch submitting organization
- Managing organization
- Primary owner

[Click to submit search]
Select State

Click the down arrow to the right of the State field.
Find Ohio

Scroll through the drop down list to Ohio.
Click the checkbox for Ohio.
Multiple Selections

You can make multiple selections, so we will also select West Virginia.
Both Ohio and West Virginia display in the Criteria area.
The patient informed me that he will not travel to West Virginia. Click the red X beside West Virginia to remove it.
Identify the City

The name of the city is Coshocton, so click in the City field and begin to enter the name. After entering the first three letters, the city names that match the display are identified.
Identify the City

When the fourth letter is entered, only Coshocton is a match. Click on the city name Coshocton.
To find a Medicare-Certified facility, click the down arrow beside the Provider Use Type field.
Select Medicare

Click the checkbox beside Medicare in the drop down list.
Now Coshocton, Ohio and Medicare display in the Criteria area.
Type of services

Click the down arrow for the Type of services field and click the checkbox for In-Center Hemodialysis.
Additional services

Click the down arrow for the Additional services field and click the checkboxes for Shift Start after 5 PM and Accepts Transients.
Once all the selections have been made, click Submit.
The Search Results screen displays a list of all facilities that meet the criteria selected. In this case, only one facility meets all criteria selected. Click the Facility ID for the desired facility.
The Facility Summary screen for the selected facility displays contact information.
Click Print page for a hard copy of the Facility Summary screen. Make printer selections and then click Print.
Sample printout of the Facility Summary screen.

Facility summary

You have successfully submitted your facility to CMS.

Actions
Attestations

Network information

Network:
Network 9

Network facility code:
HAF

Program type:
Dialysis

Facility legal name:
OCT Dialysis

Facility DBA name:
OCT Dialysis

Contact information

Facility physical address:

12345 Main Street
Coshocton, Ohio
15122

County:
Allegheny

Physical address effective start date:
01/01/2018

54321 Main Street
Coshocton, Ohio
15122

County:
Allegheny

Mailing address effective start date:
01/01/2018

Phone number:
(800)555-1212

Fax number:
(800)555-1213

Certification

FACILITY INFORMATION

Provider use type:
MEDICARE

Medicare status:
Certified

QualityNet Help Desk: 1-866-288-8912

Website: http://www.MycrownWeb.org

A survey will pop up in your browser when the session ends.

Complete the survey and let us know what you think and what you’d like to see in future events!