

### Editing Personnel in CROWNWeb

Before adding a new employee into CROWNWeb, please search for the employee and make sure that he or she is not already entered in CROWNWeb. You may then use the following checklist to add that person in the **Personnel** tab of CROWNWeb. The fields marked with (\*) are required.

KEY PERSONNEL INFO			
Inactive Record <input type="checkbox"/>			
Salutation <input type="text"/>		Credentials <input type="text"/>	
*First Name <input type="text"/>			UPIN <input type="text"/>
Middle Initial <input type="text"/>		Personnel NPI <input type="text"/>	
*Last Name <input type="text"/>	Organization Unique Personnel Identifier		<input type="text"/>
Suffix <input type="text"/>			

POSITIONS			
After you are finished adding and/or removing positions, click the Submit button at the bottom of the page to process the transaction.			
Position # 1			
* <sup>1</sup> Facility CCN <input type="text"/>			<sup>1</sup> Facility NPI <input type="text"/>
Facility DBA Name <input type="text"/>	Select One <input type="text"/>		
*Job Description <input type="text"/>	Select One <input type="text"/>		Job Code <input type="text"/>
Job Title <input type="text"/>			

### Removing an Employee

When an employee leaves the facility permanently, Make the record an **Inactive Record** by checking the box and selecting Submit.  
**\*DO NOT DELETE\***

We encourage adding all of your personnel staff and positions into CROWNWeb, as the information will be beneficial not only for the Network but for other dialysis facilities as well.

For more information, please email the Data Department at [Data@nw18.esrd.net](mailto:Data@nw18.esrd.net).