



CMS 10268 Batch Delegation of Authority Form

1-888-ESRD-HD1(377-3431)
8:00 a.m. – 8:00 p.m. EST

CROWN Help Desk Portal
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CROWN Help Desk

CMS 10268 Batch Delegation of Authority Form

CMS has recently approved a new version of the CMS 10268 Batch Delegation of Authority (DOA) form. The CMS 10268 DOA form allows ESRD Facilities to designate a group and individual that can submit, view and edit data on behalf of the facility. The revised version was developed based on feedback from the ESRD community and lessons learned during the initial collection of forms from Batch Submitting Organizations (BSO) currently participating in Phase 2. The form has been modified to collect both the Batch Organizational Facility Code (facility identifier from the BSO data system) and the CROWN Facility ID. These fields, along with the BSO Organization identifier are key fields used in creating the mapping in allowing data provided electronically to be available to facilities through the CROWNWeb User Interface (UI).

When do I need to Submit a “Create” CMS 10268 DOA Form?

Facility:

- If you are a new facility, or recently joined an organization that submits data electronically
- If you have been issued a new Batch Organizational Facility Code

When do I need to Submit a “Revoke” CMS 10268 DOA Form?

Facility:

- If your facility has closed, or is no longer part of an organization that submits data electronically
- If you have been issued a new Batch Organization Facility Code a revoke form is needed for the Batch Organizational Facility code that is no longer valid.

Batch Submitting Organization:

- If a facility that participated in electronic batch submission has closed and staff are no longer available to complete the revoke process

How do I know the CROWN Facility ID?

Your facility data will be entered into CROWN by your ESRD Network. Once your facility has been created, the CROWN application will systematically assign a CROWN Facility identification number. This number will be provided to you by your ESRD Network.

Transition Timeline

The CROWN Help Desk will continue to receive and process the both versions of the DOA form through December 31st, 2009. As of January 1st, 2010, only versions dated 11/09/2009 will be accepted and processed.