

Facility Personnel Definitions

- **Facility Medical Director:** Medical Director for the dialysis unit. Responsible for the delivery of patient care and outcomes in the facility.
- **Facility Administrator (Clinic Manager)**
Appointed individual who exercises responsibility for the management of the facility and its compliance with Network goals and activities as required by the federal Conditions for Coverage (dialysis facilities) and Conditions for Participation (transplant centers) regulations.
 - Casts the facility vote for the Network Board of Directors elections;
 - Primary contact for Network Quality Improvement Activities for the facility;
 - Provides education to staff on Network security policy requirements;
 - Subscribes to the **ESRD Network Blog*** (or designates alternate staff);
 - Default Master Account Holder (MAH) for dialysisdata.org.
 - Default User for the ESRD Learning Management System (LMS)
- **Facility Head Nurse:** Registered Nurse who is responsible for the nursing and clinical care provided.
- **Facility CROWNWeb Data Contact(s):** Contact for the Network for completion of and questions regarding CROWNWeb data activities.
 - At minimum, facility must have one (1) CROWNWeb Data Contact with EQRS
CROWNWeb **Facility Editor Role**;
 - Receives CROWNWeb clean-up emails from the Network.
- **Facility Social Worker(s):** LCSW/ASW providing social services for the dialysis unit.
- **Facility Emergency Contact and Emergency Contact Back-up:** The contact person(s) for the Network in case of a disaster. Each facility needs one primary and one backup contact on file with the Network.
- **Home Coordinator:** Main contact for the Network regarding Network projects and data for home modalities.

Additional Notes:

- **Sign up for our **ESRD Network blog posts** at <https://nwrnbulletins.wordpress.com> - Click on the "Follow" button in the lower right-hand corner.*
- *This update form is for **Network contact purposes only**. User accounts required by other systems (QIP POC/Viewer, EQRS Security Official, and CROWNWeb Editor) need to be created separately, using the methods designated by those systems.*

Do NOT email PHI/PII (Name, DOB, SSN, Medicare #, etc.) to the Network.
All Security Violations are reported to CMS.