End-Stage Renal Disease Networks

Partnering with YOU for SUCCESS in CROWNWeb

Let's talk about the PART
Tips, FAQs, & Best Practice guidelines

Before you do your PART verification, **start with a patient census report from your facility!** Patients can fall off your PART for many reasons. Sometimes another facility can admit your patient before you discharge the patient or admit your patient instead of marking them a 'transient'. Either of these processes can cause a **System Discharge in the patient's record for your facility**. Patients with a System Discharge can simply fall off your radar screen in CROWNWeb. You should check for this monthly and fix System Discharges before doing your PART.

Key Points

- PART data are a set of patient personal and treatment history information obtained from data entered on the *Admit/Discharge*, *Patient Attributes*, and *Dialysis Treatment Information* screens.
- CROWNWeb allows Tier 1 users to set a filter.
- The PART tool is used to verify four key pieces of patient information/activity every 30 days:
    - Patient census
    - Admit/discharge status (including transient status)
    - Current treatment information
    - Current attending physician

Frequency

Tier 1 CROWNWeb Data Managers perform PART Verification for all patients by the 5th business day of each month.

How To

Visit http://mycrownweb.org/pcw_course/verifying-part-data for instructions

CROWNWeb pathway: PATIENTS >> PART

IPRO

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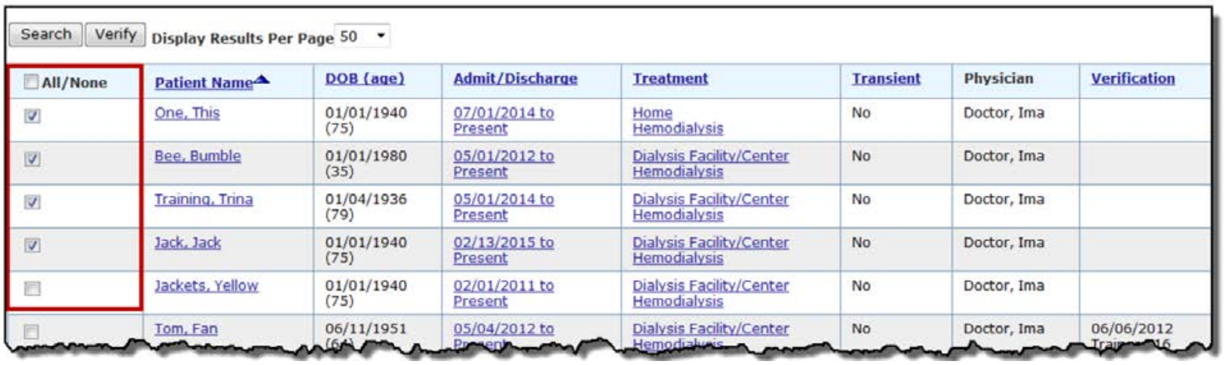
Figure 16: PART Verification in CROWNWeb.



Search | Verify | Display Results Per Page 50

All/None	Patient Name	DOB (age)	Admit/Discharge	Treatment	Transient	Physician	Verification
☑	One, This	01/01/1940 (75)	07/01/2014 to Present	Home Hemodialysis	No	Doctor, Ima	
☑	Bee, Bumble	01/01/1980 (35)	05/01/2012 to Present	Dialysis Facility/Center Hemodialysis	No	Doctor, Ima	
☑	Training, Trina	01/04/1936 (79)	05/01/2014 to Present	Dialysis Facility/Center Hemodialysis	No	Doctor, Ima	
☑	Jack, Jack	01/01/1940 (75)	02/13/2015 to Present	Dialysis Facility/Center Hemodialysis	No	Doctor, Ima	
☐	Jackets, Yellow	01/01/1940 (75)	02/01/2011 to Present	Dialysis Facility/Center Hemodialysis	No	Doctor, Ima	
☐	Tom, Fan	06/11/1951 (64)	05/04/2012 to Present	Dialysis Facility/Center Hemodialysis	No	Doctor, Ima	06/06/2012 [illegible]

Frequently Asked Questions (FAQs):

Question	Answer
When is the best time to do the PART?	The patients in the PART should match your internal CENSUS report. ***It is our recommendation*** that you do the PART between the 1st and 5th business day of the month. You should **begin** by ensuring that **every** patient on your internal CENSUS report displays.
Which filter should I use?	We suggest **starting with "CURRENT"** patients. That should return a list of patients that match your CURRENT census. Then you can apply other filters after verifying your current census.
Can I simply check the box without doing anything else?	Checking the box **implies** that you have **verified** the data. Please take the tutorial on the mycrownweb.org site if you need a refresher. You want to ensure the information is correct: start date, treatment modality, transient status and physician. A key thing to look for, particularly for new patients, is the Treatment information. You want to be sure that the treatment start date matches the treatment date details. If it doesn't match, it will result in problems in the 2744!

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Go to the **Admit/Discharge Summary** and click on **Treatment Summary**

Admit/Discharge Summary (Tuna, Fish - xxxx90ccxxxxx)

Admit Date	Admit Reason	Admit Facility	Discharge Date	Discharge Reason	Treatment	Physician	Treatment Summary
4/28/2016	Transfer in	Dialysis Facility Name			Dialysis Facility/Center Hemodialysis	Doctor, Ima	Treatment Summary

See next page:

Here is where the dates need to match:

View Treatment Summary

Admit/Discharge Information (Tuna, Fish - xxxx90ccxxxxx)			
Admit Date:	04/28/2016	**Admit Reason:**	Transfer In
Facility DBA Name:	Dialysis Facility Name		
Facility CCN:	123456	**Facility NPI:**	
Discharge Date:		**Discharge Reason:**	

Treatment Summary for Admission

Treatment Start Date	Treatment	Transplant Status	Attending Practitioner
4/28/2016	Dialysis Facility/Center Hemodialysis	N/A	Doctor, Ima

What do I do when a patient does not appear on the PART verification screen?	You should 'Search' for the patient. Look to see if the patient has a **system discharge** or any other reason for the patient not displaying. **Be sure to fix the patient in CROWNWeb.**
Is there a report for PART verification?	There is no such report in CROWNWeb.
Do we have to verify all patients in PART monthly? Including Transient patients?	Yes. The PART screen is used to verify new activity and validate existing information for the patient, i.e., admit/ discharge status, treatment information, and attending physician. You must verify this information at least once per month for each patient.
When you discharge a patient, how long does the patient remain in your	Once you verify the patient's discharge in the PART screen, the patient will no longer display in PART.

PART screen?	
Why do I see a patient listed twice on the PART screen?	When more than one PART event occurs for a patient in a single month, you will see the patient listed twice. However, this will also happen when duplicate patients exist with different CROWN UPIs. To check this: 1) Review each patient record. 2) If the CROWN UPI numbers are the same, you can review the patient once and then verify both rows. There are duplicate treatment records. 3) If each record has a different CROWN UPI, contact the Quality NET Help Desk. (866-288-8912). Only include UPI's in the email.
Can I verify a patient that recently passed away on the PART Verification screen?	If that patient's PART data has not been verified within the past 30 days, the patient's name will appear on the *Part Verification* screen after you have entered the **Date of Death** and **Cause of Death** on the Edit Patient Attributes screen. In this case, Please verify the patient.
What do I do if a patient appears on our PART list but is not our patient?	If you see patients on your PART list that should not be there, contact the QualityNet Help Desk (866-288-8912). Be sure that the patient is not a former patient that is in need of final PART verification**. Patients that you discharge will need to be verified one final time before they no longer appear on your PART list.**
Can more than one person at a facility verify PART data?	Yes. All **Facility Editors** in your facility can verify data in the PART Screen. **Facility Editor** is the role that is needed do this function.
Why does the Network send me a list on patients not verified?	**CMS is requiring all patients be verified every 30 days.** ***We want you to be compliant.*** Our report may lag by a couple days but it should help you identify patients that might have been missed. Our goal is the same as your goal. ***We want you to be 100% compliant with PART verification.***
What data does not get populated through Batch processes?	Items that must be manually entered into CROWNWEb include **CMS-2746** forms, **CMS- 2728** forms, the CMS-2744 annual facility survey, **PART**, **Notifications** and **Accretions**, **personnel**, and **facility information**.

Please follow the steps below to complete the process correctly (BEST PRACTICE).

Verify all patients **on the same day**, *prior to the 5th business day of the month*. It is very important that you do your PART verifications according to these steps so that you are not overwriting the verifications you do on time. **Begin with a copy of your facility patient census report as of the 1st of the Current month from your own Electronic Medical Records.** You will need to check off each patient to ensure no patient has 'fallen off' your radar.

1. **Before you do the PART, do these steps**:

a. FIRST Process all admits for the prior period. Do this first, before PART verification so that you do not have to go back after verifying the bulk of your patients to verify those you have not yet admitted, but should have.
b. Process all discharges for the prior period. Do this next.
c. THEN Process all open action items (Identity Notifications, Event Notifications and Accretions)
d. Enter all missing forms (2728s and 2746s that are already due)

2. Do the PART > the filter at the top should be "CURRENT PATIENTS" **Be sure all current patients appear.**

3. After verifying current patients, **then change the filter to "No PART >30 Days"**. This will help catch the Discharged Patients and patients that have been missed.

4. IF you do admit additional patients after you do your PART verification, do NOT verify them until the NEXT month's PART.

Do not verify the same patients again if it is after the 5th business day of the month—that will overwrite your date in the REPORT that goes to CMS.

To submit a ticket to your Network: (utilize your network number for the x: 1,2,6 or 9)
NW**x**Help@iproesrdnetwork.freshdesk.com
To reach IPRO's Knowledge Base and Customer Portal: http://help.esrd.ipro.org

Please remember that you should NEVER include any patient-specific information such as Name, Date of Birth, Social Security Number, Medicare Claim Number, etc. The only patient identifier that can safely be communicated is the Unique Patient Identifier (UPI) from CROWNWeb.