



## Transient Patients

If your facility had a patient for **less than 30 days**, make sure that the patient is listed as **TRANSIENT**. **There is no report that lists these patients for you to review** so please follow these steps to obtain your 2016 Patient Roster:

- Click “Reports” Tab
- Locate “Patient Roster Report”
- “Select Start Date” (Enter 01/01/2016)
- “Select End Date” (Enter 12/31/2016)
- Locate your Facility
- “Select Tolerance Factor” (Leave as is - zero)
- “Select Yes To Exclude Address And Phone Number” (Select Yes)
- “Select Sort Order” (Select the desired order in which you want report to display)
- Select “Finish”
- Report Confirmation page will display. (Select “OK”)

*\*Please give the report at least 5 minutes to generate.\**

- Click on “My Reports”
- Click on “Patient Roster Report”
- Click on the PDF File link next to “Report Type/Size”.
- You may choose to save the PDF file onto your desktop and/or print the report.
- Review list for all **Transfer In** events under “Admission Details” column.

**Review list for all Transfer In events under “Admission Details” column. If you need to change a patient’s Transient Status to YES, you must go to:**

**Search Patient  Click on CROWN UPI Number  Admit/Discharge Summary  select the Admit Date for your facility  select EDIT Admit/Discharge  select Yes under TRANSIENT STATUS  Select Reason (Disaster/Travel/Home Maintenance/Facility Maintenance/Dialysis in Support of Transplant/Backup Hemo/Training).**