



## System Discharge Clean Up

Please see a training video on how to complete the annual facility surveys at <http://www.projectcrownweb.org/assets/crownweb-videos/>

- 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”)
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*\*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 **System Discharge** events under “Discharge Details” column.

Update the patient(s) System Discharge to the appropriate discharge reason by going to:

Search Patient  Click on **CROWN UPI Number**  **Admit/Discharge Summary**  select the **Admit Date** for your facility  select **EDIT Admit/Discharge**  select the appropriate discharge reason (**Transfer: [Dialysis Facility] or [Transplant in the U.S.]**) and Submit.