



## Vascular Access Monthly Log Helpful Tips

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Based on frequent questions and issues brought up by facilities, this information would be very helpful for those hemodialysis facilities that are not part of LDOs (Large Dialysis Organizations) and have to fill out monthly Vascular Access Logs and send Summary Sheets to the Network:

- When filling out the VAMonthly Report, use the patient census on the last treatment day of the reporting month. Thus, **when deleting a patient's name, highlight the entire row and click "delete", do not use the space bar.** It will not remove the actual row but will clear the information.
- If patient is hospitalized/on vacation during the reporting month, the facility should still list this patient reflecting vascular access that patient had on the last treatment date before hospitalization/vacation.
- Transient patients should not be included in the VA monthly log.
- Patients who transfer in new to your facility but not new to dialysis should be considered prevalent patients (not incident).
- If patient has a catheter and AV Fistula that had never matured and never will be used – this patient should be listed in the "Catheter only" category, and this patient should be assessed for a new permanent vascular access (AVF).
- When adding a new patient, go to the bottom of the list and add a patient name, and make sure you check in the "Incident patient" category for this month. If the patient stays, then the following month this patient is considered permanent, so you should "uncheck" the incident column.
- Vascular Access Logs are due on the 10<sup>th</sup> of the following month. For example, the logs for the reporting month March 2007 will be due on April 10, 2007.

*Please do not overlook an "Error Message" (in red) if it should appear on your log sheet. Double check your entry and contact the Network if you cannot resolve the problem.*