

## PART Step-by-Step Instructions

1. Log into CROWNWeb → click **Patients** tab → click **PART** → Fill in information below and click **Search**
  - a. **Filter:** All Patients
  - b. **Facility CCN:** Enter your 6 digit CCN - no spaces. Click GO.
  - c. **Facility DBA Name:** Select your facility from the drop down.
  - d. **Use Date Range:** *Do NOT check this box.*
  - e. **Display Results Per Page:** Select 100 (optional).
2. To see which patients need to be verified, click on **Verification** column header until you see the OLDEST date or BLANK 'Verified' records at the top.

<input type="checkbox"/> All/None	Patient Name	DOB (age)	Admit/Discharge	Treatment	Transient	Physician	Verification
<input type="checkbox"/>	Eyre, Jane	10/16/1847 (170)	09/05/2014 to Present	Dialysis Facility/Center Hemodialysis	No	Lloyd, Dr.	06/01/2018 Charlotte Bronte

3. Review these fields for accuracy, and make any necessary corrections:
  - a. **Patient Name:** Takes you to the Patient Attributes” page. Make sure all fields are correct. Resolve notifications if necessary. Update as needed: Vocational Rehabilitation, School and/or Employment status for patient’s aged 18-54
  - b. **Admit/Discharge:** Review the information for any mistakes. Discharge the patient if needed, fill in any missing information and make sure Admit Date and Discharge Date are correct.
  - c. **Treatment:** Review the information for any mistakes, especially modality changes
  - d. **Transient:** Make sure patients are correctly identified as Transient Yes/No
4. After you make all necessary corrections, remember to VERIFY that you reviewed the patient’s information and it is now correct.
5. After you click Verify, you will see your name and today’s date in the Verification field.
  - a. Do this at the end of each month, no later than the 5<sup>th</sup> day of the following month.
6. Continue to monitor the PART section on your Facility Dashboard for new unverified patients throughout the month

Verification
06/01/2018 Charlotte Bronte

### By the 5<sup>th</sup> business day of each month:

- Patient census (Pt Records) in CROWNWeb matches your company’s internal patient census

PART Verification - 68 Patient Records

- No Acute Patients on PART
- No *missing* chronic patients (included in your company census but not in CROWNWeb)
- All patients have the correct admit/discharge dates
- Patients who have left your facility have a discharge date (should not say “present”)
- All patients have the correct modality (treatment) listed
- All patients have the correct transient status (and no pts with transient “Yes” > 30 days)
- All patients are verified by the 5<sup>th</sup> business day of each month
  - No blank verifications (current date and name)
  - All patients have been **re-verified** each month